



## **Executive Director**

### **MISSION STATEMENT**

The Executive Director champions the American Cheese Society's (ACS) vision, mission, and core values by leading the association and stewarding the industry it serves. The Executive Director distills and communicates a compelling message, fosters innovation, strengthens community, represents constituents, and motivates others to envision and achieve an exciting future for the industry.

### **ABOUT ACS**

The American Cheese Society (ACS) is the leader in promoting and supporting American cheese. ACS achieves this vision by providing state-of-the-art educational programming for the cheese industry; establishing industry standards; assessing, advocating, and serving the evolving needs of cheesemakers through membership benefits and other programming; supporting, connecting, and representing cheesemakers to the broader community and industry; encouraging the highest standards of cheesemaking; and focusing on safety and sustainability to ensure our members survive and thrive over the long term. The ACS management team is based in Denver, CO.

### **POSITION SUMMARY**

The Executive Director (ED) has executive oversight over all aspects of ACS operations, including administration, programs, finances, human resources, membership, marketing, communications, and development. The ED serves as the principle resource to the Board of Directors (BOD) in defining their agenda and priorities and in developing strategy and policy. The ED executes the Strategic Plan by translating it into short- and long-term goals, work outcomes, and milestones.

The ED serves as an Ex-Officio Member of the Board of Directors, Executive Committee, Finance Committee, and Nominating Committee.

### **ESSENTIAL FUNCTIONS/PRIMARY RESPONSIBILITIES**

#### **Leadership**

- Provide leadership to the Board, staff and sponsors in implementing the organization's strategic plan to advance ACS's mission and vision.
- As the face of the organization, serve as a compelling and fearless spokesperson for ACS.
- Elevate the stature of ACS by becoming a visible leader and develop strategic alliances and partnerships that can advance ACS's mission.

#### **Staff Management**

- Maintain a positive working environment that motivates and encourages staff to participate fully in the mission of the organization.
- Manage, support and work in collaboration and partnership with the staff and Board to ensure that ACS programs continue to be the core of the organization and are maintained at the highest level.
- Recruit, select and retain staff members as needed; provide supervision, development, and training.

### **Annual Conference and Events**

- Positions and promotes the Annual Conference as the premier event for the cheese industry. Directs the Meetings & Events Manager, in coordination with the contracted Conference Planner, to plan, organize, promote, and execute a successful Annual Conference.
- Takes a strategic view to guide logistics, monitor budget, review proposals in response to RFPs, assess educational content, and develop onsite materials, merchandise and experiences to ensure a quality experience for members.

### **Judging & Competition**

- Builds and promotes the quality of the Judging & Competition as a core service of ACS, and as the leading event of its type in North America.
- Ensures the Deputy Director has the direction and tools needed to plan and execute a successful annual event, including logistics, solicitation and processing of entries, receiving and handling cheeses for judging, festival, and sale.

### **Marketing & Development**

- Oversees the Marketing & Development Director to ensure the ACS mission, programs, products, services, brand image, and messaging are consistent with organizational goals across all platforms.
- In collaboration with Marketing & Development Director, accountable for achievement of revenue performance targets in support of comprehensive Marketing & Development plan.

### **Financial/Operational Management**

- Ensure consistent quality of finance, business operations and administration, human resources and systems, including recommending timelines and resources needed to achieve the strategic goals and ensure a healthy work environment.
- Regularly assess and refine the organization's structure and staffing needs.
- Collaborate with staff and the Board on budget preparation and monitor spending to ensure the continued financial health of the organization.
- Oversee annual audit process.
- Ensure compliance with all relevant legal and fiscal practices of a nonprofit corporation.

### **Board Governance**

- Present timely and accurate information to the Board regarding the status of agreed upon objectives, finances, staffing and other relevant issues.

- Collaborate with the Board to implement by-laws, policies and procedures, governance structure, strategy and planning for continued board recruitment and development, and training in governance best practices.

### **QUALIFICATIONS**

- Bachelor's Degree from an accredited four-year college or university; Masters and/or MBA or equivalent experience.
- Excellent people leadership, management, and team building skills.
- Excellent communication and interpersonal skills.
- Effective at working with other to reach common goals and objectives.
- Demonstrated efficacy on a strategic level as well as an operational level.
- Ability to manage Board relationships and work closely with Board committees and outside professionals as required.
- Deep motivation, driven by the mission of the organization.
- Ability to work weekends, holidays, and some evenings, as required.

### **PREFERRED QUALIFICATIONS**

- Proven ability to identify, steward, and solicit individual, corporate, and foundation major donors, building relationships in support of ACS goals.
- Strong understanding of fundraising, association membership programs, and/or annual giving.
- Specialty food/cheese production, distribution, retail or marketing experience.

### **EQUAL EMPLOYMENT OPPORTUNITY**

American Cheese Society provides equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), sex, pregnancy (including childbirth, medical conditions related to pregnancy, breast feeding and related medical conditions), national origin, ancestry, age, marital status, physical disability, mental disability, medical condition (including cancer or a history or record of cancer and genetic characteristics), genetic information, sexual orientation, , military or veteran status or any other characteristic protected by federal, state or local law. It also prohibits unlawful discrimination based on a perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is unlawful.

American Cheese Society provides equal pay for substantially equal work regardless of gender, race or ethnicity, in conformance with the law. Prior salary shall not, by itself, justify any disparity in compensation between employees of another gender, race or ethnicity who perform substantially similar work by relying without more, on differences in the employees' compensation history, such as the fact that one of them was paid more in a prior job. This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, promotion, training, termination, layoff, recall, transfer, leaves of absence and compensation.

**To be considered as an applicant:** Please apply using the following URL:  
<https://cvnl.org/apply-acs/>