

ResponsibleAg Executive Director

ResponsibleAg is a national initiative undertaken by the Agricultural Retailers Association (ARA) and The Fertilizer Institute (TFI) to assist fertilizer retailers in meeting federal safety and security requirements associated with the storage and handling of fertilizer products. This initiative helps promote accountability and transparency to interested stakeholders and the public. The executive director is the senior manager employed by ResponsibleAg, Inc. and reports to a nine-member Board of Directors, composed of five representatives of ARA and four representatives of TFI. The executive director is expected to provide professional leadership and organizational management to meet the Board's objectives and directives.

The executive director will be responsible for:

- Managing the affairs of the Board of Directors and its committees in accordance with the procedures and policies adopted by the Board and the Committee.
- Developing and managing the annual budget and policies.
- Promoting and managing the recruitment, registration and retention into the program of an estimated 9,000 agriculture retailers, fertilizer manufacturers and distributors.
- Establishing and managing procedures for appeals and dispute resolutions ensuring transparency and fairness for program participants.
- Managing business relationships with ResponsibleAg's vendors. This includes the assessment platform operated with the Asmark Institute, an independent third party that provides technical assistance, including training services, regarding the applicable federal rules for the storage and handling of fertilizer products.
- Coordinating the recruitment and certification of auditors to effectively implement the initiative.
- Monitoring an effective Quality Assurance program designed to ensure the success of the initiative. This should include the development of Board approved recruitment goals, regular reporting as to the progress of these goals, and specific plans to achieve these goals.
- Promoting ResponsibleAg through various public relations programs, including representing the organization with the media and other stakeholders.
- Overseeing the processing and payment of Program invoices.
- Preparing various reports regarding the progress and status of program operations as required by the Board.
- Advising the Board on opportunities to improve the program.

The skills, experience and knowledge beneficial for this position include:

- Five to ten years of experience in developing and managing regulatory compliance assessment programs, preferably those involving trade associations.
- Ability to travel extensively throughout the United States.

Program Manager Position Description

- Familiarity with environmental, safety and health (EHS) regulatory requirements and procedures at the federal and/or state level. Excellent oral and written communication skills, creative, motivated, organized, adaptive management skills, outgoing personality, team player and exceptional interpersonal skills.
- Proven ability to build consensus.
- Managerial experience with environmental, or safety stewardship, initiatives is beneficial.
- An understanding of and appreciation for agriculture.
- Experience in developing and adhering to budgets.
- Ability to work as an effective team member and team leader.
- Excellent computer skills including Microsoft Office software.
- Four year degree required with advanced degree desirable.

Compensation will be commensurate with talent and experience. [Please submit a resume and cover letter detailing relevant experience in PDF format to \[responsibleag@aradc.org\]\(mailto:responsibleag@aradc.org\)](#) by May 31, 2015 to be considered. To learn more about ResponsibleAg, please visit our website at www.ResponsibleAg.org.