



# *Maine Organic Farmers and Gardeners Association*

**Job Announcement – May 2, 2016**

**Title of Position:** Director, MOFGA Certification Services, LLC

**Reports to:** MCS Management Committee, MOFGA Executive Director

**Summary of Position:** Located in rural Waldo County, the Maine Organic Farmers and Gardeners Association (MOFGA) is seeking a director to oversee, administer and maintain in good standing the operations and fiscal outcomes of MOFGA Certification Services (MCS), LLC. The director is a leader in the organic community and a champion of organic food production.

MOFGA is the sole owner of MCS. MCS certifies more than 500 farms and producers and operates an annual budget of \$500,000. Staffing includes seven FTE's and additional contracted inspectors.

This position is full-time, salaried, Federal Fair Labor Standards Act Exempt, and not eligible for overtime pay. There are some evening and weekend work requirements.

The director is expected to think strategically, to possess administrative experience and personnel management skills, to delegate effectively, to possess financial skills and business sense, and to have a general content expertise of organic farming systems.

## **Essential Duties and Responsibilities:**

- Be primary representative to the MOFGA Board, organic community and the USDA National Organic Program (NOP), including audits and peer reviews
- Supply required reporting to the MCS Management Committee, MOFGA Board of Directors and USDA/NOP upon request or by schedule
- Remain current on USDA-NOP regulations and NOSB recommendations, including material review
- Maintain USDA-NOP accreditation of the MCS program
- Prepare and submit certification and grant applications or reports necessary or appropriate for MCS operations
- Work closely with MOFGA to further the mission and shared vision of both entities
- Develop and monitor yearly operating budget and ensure that financial outcomes are aligned with budgeted expectations
- Manage and direct certification decisions including adverse actions and other compliance issues
- Perform needed human resource functions for MCS staff and duties including supervising, hiring, training, evaluating, compensating, and dismissing as well as coordinating contractors and volunteers

- Coordinate and participate in writing for the *Organic Sprout* newsletter and *The Maine Organic Farmer & Gardener* (MOFGA's quarterly newspaper)
- Coordinate and facilitate necessary meetings
- Attend committee and Board meetings as requested or required
- Work within multiple regulatory bodies
- Develop and maintain a network for soliciting client and community feedback
- Work cooperatively with State, local, and University programs
- Represent MCS at public events and meetings as necessary

#### **Qualifications:**

- Minimum of two years experience in a senior management position associated with a complex administrative/operational organization with statewide market serving multiple related client groups
- Advanced understanding of concepts and issues surrounding organic agriculture
- Minimum two years experience working in organic certification
- Minimum educational requirement: four year college degree
- Computer literacy including an understanding of databases and information technology as applied to regulatory and marketing activities
- Financial and business acumen with specific focus on budgeting, forecasting, and strategic and business planning
- Demonstrated leadership, communications skills and ability to deal effectively with a broad range of constituents, both internal and external

#### **Additional Information:**

- Starting Salary Range: \$50,000-\$55,000/year
- MOFGA offers a full range of benefits (available upon request) including paid vacation time, a medical insurance stipend, life insurance, sick leave, access to TIAA-CREF retirement funds, and continuing education
- MOFGA is an equal opportunity employer

To apply, send resume, cover letter and references via email to:  
<mailto:CertificationSearch@mofga.org>