

Provender Alliance Executive Director

The position of Executive Director (ED) of Provender Alliance is responsible for the effective operations of the organization including planning and directing the annual conference, recruiting new members and retaining existing membership, communicating with members, maintaining financial records and maintaining organizational effectiveness.

The ED reports directly to the Board of Directors while maintaining positive and effective relationships with our membership and embodying our Ends Statements.

The purpose of our hiring process is to select the best possible candidate to fulfill the duties of the organization. Provender Alliance will assess qualification based on an individual's skills and ability, rather than credentials, degrees, or access to social power and resources. Our assessment criteria considers the skills and qualities outlined below.

Qualifications

- Marketing and outreach experience
- Passion for and experience in building community
- Proven leadership and collaboration skills
- Previous event planning experience
- Highly organized with excellent time management skills
- Works well autonomously
- Passionate and curious about the Natural Products Industry
- Effective written and oral communication skills
- Experience with outside the box thinking and innovation
- Excellent customer service skills
- Proficiency in Microsoft Office Suite, Google Applications, Wordpress, Social Media platforms, and Cloud-based computing

Preferred Skills

- Experience working with a board of directors and Policy Governance
- Design experience
- Financial experience
- Proficiency in Quickbooks
- Natural Products Industry experience
- Non-Profit and/or Membership Organization experience

Requirements

- Reliable laptop, internet connection, and phone access
- Ability to travel regularly for board meetings and industry events
- Have own office space or access to office space

Responsibilities

Leadership and Management

Implements, embodies and furthers the directives, policies and goals of the board and the organization.

Regularly reports to the board of directors on the health of the organization.

Actively recruits new members and retains existing membership.

Demonstrates a willingness to be flexible, versatile, and tolerant in a changing working environment while maintaining effectiveness and efficiency.

Conference and Event Planning

Organizes and plans all aspects of annual conference and other events.

Directs and manages volunteers and staff during the conference.

Fosters a positive, safe and fun working environment.

Ensures the financial success of all Provender events.

Continually evaluates and improves members' experiences at Provender events.

Communication and Supervision

Maintains positive and effective relationship with members.

Creates and continuously maintains exceptional customer service standards.

Creates an inclusive, welcoming environment.

Actively represents the organization in the Natural Products community.

Coordinates new opportunities for member engagement.

Publishes regular communications with extended community, members, and supporters.

Maintains an active on-line presence.

Maintains clear, positive, productive and concise communications with BoD and other committees.

Administration

Oversees the administration, programs and strategic plans of the organization.

Manages regular operations of the organization.

Provides administrative support for the board.

Completes tasks/projects in timely manner.

Actively engages and inspires staff, volunteers and committees.

Financial

Maintains financial records and keeps them secure.

Provides the board with regular financial information.

Develops and operates within an annual budget.

Oversees and maintains the financial health of the organization.

Ends Statement

Provender Alliance exists to educate and inspire our community at a reasonable cost.

1. Our community is primarily Provender members and also includes organizations and individuals in the natural products industry, and organizations and individuals with shared values.
2. Our community will be better educated in areas that include:
 - current industry trends and topics
 - economic, social and cultural change
 - ensuring a vibrant natural products industry
 - environmental issues
 - activism
 - models for sustainable ethical business practices and environmental stewardship
 - integrity
3. Our community is inspired to:
 - make positive change
 - cultivate new ideas
 - make new connections
 - educate and inspire others
 - be present and appreciate and create a sharing, nourishing and celebratory environment.

We are motivated, influential passionate leaders.