



## **Job Posting**

**(Part time 16 to 24 hrs/week)**

**Executive Director, International Maple Syrup Institute  
\$15,000 to \$17,500/ yr (specific issue work may increase remuneration)**

### **Position description:**

The International Maple Syrup Institute (IMSI) was established in 1975 and is a non-profit organization representing maple industry stakeholders in both the United States and Canada. The mission of the Institute is focused on facilitating communication and collaboration amongst stakeholders, helping to ensure the purity and quality of pure maple products and working to maintain a regulatory environment and promotional strategies conducive to the continued growth and economic health of the North American industry. Members of the IMSI include maple producer associations, maple packers and packer cooperatives, maple equipment manufacturers and vendors, maple researchers and individual maple business enterprises.

### **Position Expectations:**

The Executive Director is a part time position that reports to the IMSI Board of Directors and works with its Executive Committee in undertaking the responsibilities of the overall management and day to day operations of the organization. This position will assist with the development, implementation and evaluation of the IMSI's Work Program Plans and provide leadership for IMSI in accordance with plans and priorities approved by the IMSI's Board of Directors. The successful incumbent will be expected to operate from a home office with mandatory preparation for and attendance at four quarterly IMSI Board meetings and an Annual IMSI Membership meeting. Specific responsibilities include:

- Assisting the Executive Committee and Board in maintaining a strategic and highly relevant focus in short-term and longer term planning of work programs
- Helping develop industry responses to government regulations and policies which affect the maple industry.
- Carrying out day-to-day program activities of the institute
- Serving on and facilitating IMSI Project Task Teams
- Leading projects on specific issues as directed by the Board
- Helping to maintain and grow the membership of the Institute.
- Assisting the President in providing a public voice for the Institute
- Helping to maintain continuity in Institute affairs and other duties as assigned

### **Core skills and qualifications required:**

- Strong leadership ability and experience in managing organizations, agencies, business ventures or not for profit associations preferably related to agriculture or resource industries.
- Proven skills and experience in developing and maintaining strong networks and building partnerships within industry and government.
- A minimum of 5 years responsible work experience in the agriculture or resource management sector
- A self starter and demonstrated proof of taking continued initiative in complex issues and seeing them to a positive outcome.
- Demonstrated communication skills; both orally and in writing.
- Strong familiarity with web based computer applications and experience with Microsoft Word and Microsoft Excel software.
- Demonstrated project management and administrative skills

### **Assets:**

- Has graduated from an accredited University or College with a diploma or degree in agriculture or resource management
- Has progressively responsible experience in the maple industry
- Is bilingual (French and English)

### **Apply:**

Please detail how your skills and qualifications match the requirements of this position. Send your application/resume to Ray Bonenberg, President, International Maple Syrup Institute [maplesidesugarbush@gmail.com](mailto:maplesidesugarbush@gmail.com) by Friday November 9<sup>th</sup>. Only those who will be interviewed will be acknowledged. Start date Jan 1, 2019. There is no term commitment. Contracts are renewed annually at the Board and Memberships discretion.