

## **Job Posting**

*The Texas Seed Trade Association (TSTA) is a 501-C6 non-profit trade association. It is one of the largest State seed trade associations with approximately 135 member companies.*

*TSTA's mission is to provide the membership with resources to succeed.*

### **Position – Executive Vice President:**

This position will report directly to the Board of Directors of the Texas Seed Trade Association.

### **Effective Date:**

November 1, 2008 (tentatively).

### **Location:**

Texas (with frequent travel to Austin).

### **Education Requirements:**

Bachelor's Degree.

### **Employment Type:**

Full time.

### **Travel Requirements:**

Travel within US (including Puerto Rico), and Mexico.

### **Industry:**

Agricultural, vegetable and flower seed.

### **Compensation:**

Based on experience.

### **Basic Duties:**

1. To promote the general business interest of its members; cooperate with government entities and producers working for the improvement of agriculture;

- encourage and promote the sale of quality planting seed; encourage and promote public and private investment in crop improvement research and development.
2. To develop and implement an organizational framework which is consistent with established objectives of team work and excellence in service to the membership.
  3. To maintain a positive association image through public relation strategies in line with Board of Directors guidelines.
  4. Manage all aspects of the Association.
    - A. Manage all administrative functions of the Association, including preparation of annual budget, annual audit, financial reports and budget updates to the Board of Directors, and annual membership directory.
    - B. Meeting details – Negotiation of contracts with hotels for meeting space, food, lodging, etc. for Production & Research Conference and Annual Convention.
    - C. Newsletter – TSTA newsletters are designed to inform members of Association activities, legislation affecting member companies and State & Federal regulatory issues.
    - D. Lobbying – Contact legislators and State and Federal government agency administrators to secure and influence desired legislation and administrative action. Maintain lobbyist registration with The Texas Ethics Commission.
    - E. Arbitration – Coordinate arbitration and mediation of trade disputes between members.
    - F. Grievance Committee – Coordination the investigation of any and all charges of fraudulent or unethical practices which may be brought against any member.
    - G. Manage the Association’s Scholarship Programs.
    - H. Assist in the resolution of certain seed regulatory matters, export/import difficulties, i.e. phytosanitary certification problems.
    - I. Maintain relationships with State, regional, national, and international agricultural organizations and government agencies.
    - J. Provide member information to domestic and foreign seed customers.
    - K. Assist in hosting foreign seed teams.
    - L. Contract with farmer cooperators in Mexico and Puerto Rico to conduct winter field testing for growing hybrid sorghum and sunflowers. The world’s principal source of hybrid grain sorghum seeds are TSTA members.
    - M. Interact with Texas A&M University and Texas Tech University concerning research needs and seed release procedures.
    - N. Work with membership, Board of Directors and staff to ensure accomplishing strategic plan goals.

**Experience Preferred:**

- A. Must be self-starter with strong leadership skills and ability to network externally.

- B. Must have a successful record in setting priorities.
- C. Must have a proven track record as a spokesperson and an advocate who can communicate clearly and concisely.
- D. Must have strong financial background.
- E. Must have an understanding of the political process, both State and Federal.
- F. Bilingual (Spanish) beneficial.

**How to Apply:**

\*Send cover letter and resume via U.S. Mail to:

Search Committee  
Texas Seed Trade Association  
Box 924  
Brenham, TX 77834-0924

\*All correspondence will be handled with strict confidence and viewed by the Search Committee only.