



VACANCY ANNOUNCEMENT

Job Title: Director Southern Maryland Agricultural Development Commission (SMADC)

Reports To: Tri-County Council for Southern Maryland (TCCSMD) Executive Director and SMADC

Salary Range: \$73,612—\$94,039

Opening Date: November 4, 2016

Closing Date: December 5, 2016

Summary:

The Director of the Southern Maryland Agricultural Development Commission (SMADC) is responsible for developing, implementing, and administering all aspects of the SMADC Strategic Plan as approved by SMADC and the TCCSMD Executive Board. The mission is to promote diverse, market-driven agricultural enterprises, which coupled with agricultural land preservation, will preserve Southern Maryland's environmental resources and rural character while keeping the region's farmland productive and the agricultural economy vibrant.

Essential Duties and Responsibilities:

- Leadership, development and implementation of SMADC's short and long-range strategic plans and policies and other activities. Joint development, with the TCCSMD Executive Board, of the ten-year Strategic Plan for Agriculture of the TCCSMD.
- Administration of overall operation of SMADC, including: reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled; allocation of resources for greater program effectiveness and efficiency; development of program objectives.
- Research, develop partnerships and write grants for special, state and federal funding opportunities to advance the work of the SMADC programs and related opportunities which will benefit from successful grants award and completion. Manage the awarded grants to insure successful completion and provide timely submittal.
- Liaison with federal, state and local governments and community organizations in advancement of SMADC development efforts.
- Create an Outreach and Public Relations Program and implement specific marketing projects designed to promote and support the marketing opportunities for SMADC.
- Financial management of the SMADC programs and grants, including the development and implementation of annual budgets, operational and strategic plans.

- Write articles, develop publications, websites, exhibits and plan seminars, annual meetings, workshops to communicate SMADC goals and strategies to advance the mission of SMADC/TCCSMD.
- Support of all activities associated with SMADC, including staffing for all Board and Commission meetings, meeting schedules, locations, development of agenda, and meeting materials.
- Duties will include extended hours and travel within a multiple county region.

Supervisory Responsibilities:

Supervision of all SMADC staff and related agricultural activities. Responsibilities include interviewing, recommendation for hiring and training employees; planning, assigning and direction of work; reviewing performance evaluations; addressing complaints and resolving problems per TCCSMD personnel manual. Provides annual evaluation of all SMADC staff.

Knowledge, Skills, Abilities:

Strong professional working experience in agriculture/farming, marketing, communications and public relations. Knowledge of Southern Maryland regional agriculture and the issues surrounding the region that SMADC serves.

Knowledge of the principles and techniques of grant administration, contract administration and negotiation, community organization, fiscal and organizational management. Ability to advocate at the State-level and interface with the farming community. Knowledge of Federal, State regulations governing Maryland Agriculture.

Ability to plan, direct and coordinate activities; negotiate and administer contracts, work with providers, commercial vendors, government agencies, community groups and other organizations as necessary; communicate effectively in both written and oral forms; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.

Qualifications:

A Bachelor's degree is preferred in Agriculture, Marketing, Journalism, English, Public or Business Administration, Planning, Economics or other related fields. In lieu of a degree the candidate must have 3 years of experience to every 1 year of college.

Minimum of four to six years related experience and/or training in regional agricultural/farming programs, public administration and/or marketing.

Special Requirements:

- Daily access to a vehicle
- Clean driving record
- Clean background check
- Ability to work evenings and weekends

TO APPLY: Send cover letter, resume, writing samples, and three references to info@tccsmd.org

-OR-

Tri-County Council for Southern Maryland
PO Box 745 – Hughesville, MD 20637