

**KAAPA Cooperative, Inc.**

**Executive Director**

**Send Resumes to: KAAPA Cooperative, PO Box 1301, Kearney, NE 68848 [careers@kaapa.com](mailto:careers@kaapa.com) (308) 234-2712**

**About KAAPA:** KAAPA Cooperative is a membership organization dedicated to increasing producer member profits and net worth while promoting agriculture. Producer members have the opportunity of producing for, or investing in, value-added agriculture projects. Producer members of the organization have an opportunity to participate in projects with the expectation of a return on investment, although returns are not guaranteed and may result in a loss.

**Position Summary:** The Executive Director is responsible for generating a return on investment for the producer members of the organization. The director position carries a significant level of responsibility in seeking out new investment opportunities that are fully evaluated and presented to the membership for investment consideration. The director is responsible for managing internal business operations, including staff oversight and management, membership and project fundraising, budgetary compliance, upkeep of various legal entities, public relations, and making decisions that reflect the best interests of the Board of Directors, its members, and the organization.

**Reports To:** The KAAPA Cooperative Board of Directors, with guidance and direction, not management oversight, from the various investment boards related to past and future projects generated by the Cooperative.

**Qualifications:**

- Significant business acumen related to ROI, financial accounting, and legal filings.
- Self-starter and independent thinker with strong problem solving and analytical skills.
- Excellent organizational and communication skills including business software proficiency.
- Experience in reporting to a board of directors in a membership funded organization.
- Proven organizational and human resource management experience.
- Demonstrated knowledge of the agricultural industry including value added agriculture.
- Proven experience in relationship building specifically with VC firms, accelerators, incubators, or economic development organizations.

**Daily Operational Duties – Including, but not limited to:**

Keeping the Board informed | Meeting with members | Seeking out investment projects | Organizational strategic planning | Budget creation and tracking | Correspondence via telephone and e-mail | Travel Management of existing investment projects | Research and filing of documents and reports | Fundraising – capital, membership or other | Public relations | Human Resources | Conducting board meetings | Creating a board agenda | Scheduling | Bookkeeping | Project management | Delegation | Marketing | External relationship building | Conducting an annual meeting | And other duties as may be assigned by the Board of Directors

**Expectations - Director Shall:**

- Devote the time he/she, reasonably and in good faith, deems necessary to the business and affairs of the organization, including some evenings and travel. Minimum 40 hours per week.
- Collaborate all aspects of program planning and implementation required to meet the mission, vision and values of the organization.

**Required Education/Experience:** Bachelor's degree. Prior experience relative to duties.

**Compensation:** Salary \$100,000 +/- commensurate on experience. Paid holidays and vacation, no other benefits.

**Position Location:** Kearney, Nebraska

Notice: Applications will be reviewed based on qualifications. The organization will correspond only with applicants it deems to have the necessary qualifications to fill the position. Position description, duties, and compensation can be changed at the discretion of the organization's Board of Directors.