

Job Posting - Executive Director North American Craft Maltsters Guild

OVERVIEW - The North American Craft Maltsters Guild seeks an Executive Director with the vision, experience, and initiative to grow our organization in size and influence. Sustaining a decade of growth in Craft Malting, the Guild is the only organization globally with a mission to support small-scale, regional malt producers and the supply chains they make possible.

The Guild envisions this position as a “hands-on Leader”. They will provide strategic direction enabling the Guild to reach its growth and value potential, and be self-driven to achieve deliverables within targeted time frames.

This is a flexible, salaried role with ample room to grow in responsibilities and compensation. The Guild Board of Directors will work closely with the new ED to further define the role and responsibilities of this position.

- **Hours:** Qualified candidates will be able to complete the average weekly base workload in 25 hours, with opportunities to grow scope and compensation
- **Salary:** \$50,000 per year plus performance-based incentives
- **Location:** Remote, home-based position with occasional travel required
- **Benefits:** \$500/month stipend to cover health, dental, and vision insurance
- **Paid Time Off:** 2 weeks/year combined sick & vacation, and 10 federal holidays

CORE JOB DUTIES - The ED is responsible for both ongoing and new systems which increase the value and stakeholder impact of Guild activity. The base duties include the following areas:

- **Leadership:** As its public face, the Executive Director will advance the mission of the Guild by developing and sustaining key industry and governmental relationships. This may include travel and attendance at several industry conferences throughout the year.
- **Event Planning:** The Executive Director, in collaboration with designated working groups, will be responsible for coordinating and supporting several key events each year, which includes the annual Craft Malt Conference. The successful execution of these events is critical to the mission of the Craft Maltsters Guild.
- **Financial Management:** Assisting the Board in sound financial management of the Guild, the ED will be responsible for diversifying and increasing revenue while managing expenses.
- **Administration:** The ED manages efficient workflows between the Board, working groups, and key service providers (marketing, accounting, legal, etc.).
- **Member & Stakeholder Engagement:** Sustain successful activities and foster new strategies to increase membership, member benefits and member satisfaction. Increase market demand for craft malt through marketing initiatives and educational programs.

PERFORMANCE INCENTIVES - With the above duties satisfied, additional goals to grow awareness and appreciation of craft malt among consumers, producers and key stakeholders will be set. The Board will provide financial incentives for achievement of these goals, and will work with the ED to define realistic, ambitious metrics to define their achievement.

REQUIRED SKILLS

- Industry experience in agriculture, malting, and/or brewing/distilling
- Proven communication and organizational skills
- Budget administration, revenue generation, and expense control experience
- Grant writing experience or proven ability to identify and secure grants
- Willingness to travel
- Proven ability to work independently and manage time effectively
- Professional approach to alcohol consumption and conversation

PREFERRED SKILLS

- Management of organizational databases and practical website administration
- Political advocacy/lobbying, or advocating positive change for cause
- Experience developing and/or teaching educational courses
- Experience in organizational governance

WORK ENVIRONMENT & TRAVEL - This role is designed primarily as a remote, home-based position, requiring occasional travel to conferences, industry events, educational programs, and in-person visits with industry stakeholders.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions, large events, and driving. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus. The employee is frequently required to stand, walk, sit, talk, and hear. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions required for this position.

Our commitment to Diversity, Equity, and Inclusion:

The Craft Maltsters Guild is committed to providing equitable access to education and opportunities in the craft malt industry to all. We recognize and welcome the contributions that all people bring to our industry, while honoring their diversity in background, education, abilities, culture, ethnicity, gender identity and expression, sexual orientation, religion, and beliefs. The Craft Maltsters Guild is a community for everyone.

Applicants should send a cover letter and resume to
Hillary Barile

President, Board of Directors, North American Craft Maltsters Guild

hillary@rabbithillfarms.com

Website: www.craftmalting.com

Applications will be accepted until June 30, 2023