

## Position Information

For questions regarding this position, please contact:     Jeanne Debons [jeannedebons@msn.com](mailto:jeannedebons@msn.com)

Job Title           Executive Director Potato Variety Management Institute (PVMI)

## Brief Position Overview

Responsible for management and day to day operations of PVMI including all aspects of variety promotion and administration, annual sublicense and royalty collection, website maintenance, customer service and Board coordination. It includes responsibilities of financial management, and accounting oversight.

Full time, permanent position with benefits

Salary   commensurate with experience, education, and qualifications

## Position Details

### General Statement

PVMI is a non-profit company registered in Idaho, its members being the state potato commissions of Idaho, Oregon, and Washington. It is responsible for the promotion and administration of the new potato varieties that arise from the Tri-State Potato Research and Breeding Program which is a cooperative effort among University of Idaho, Oregon State University, Washington State University, USDA's Agricultural Research Service, and the three state potato commissions. See:

<https://pvmi.org/>

### Duties and Responsibilities

#### Corporation Management

- Plan and facilitate all PVMI board of director meetings.
- Implement the policy decisions and directives of the PVMI board of directors.
- Uphold and adhere to PVMI policies and bylaws as well as provide leadership and policy guidance for the corporation and the board.
- Coordinate and facilitate all meetings and activities of PVMI committees and subcommittees.
- Maintain organization records, files, documents, and archives, providing all member commissions with duplicate records if requested.
- Implement PVMI's business plan and marketing plan.
- Meet with and report regularly to the boards of directors of all three potato commission members.

#### Variety Management and Marketing

- Coordinate the licensing and sublicensing of potato varieties. This includes but is not limited to working with the four Tri-State research institutions (University of Idaho, Oregon State University, Washington State University, and the USDA) to secure varieties, and with growers, processors, and retailers to grow/market varieties.
- Ensure adherence to all contract terms with outside entities, including master licenses with research institutions and sublicense terms with seed growers, processors, et.
- Develop and disseminate educational materials/programs/etc. about current and pending potato varieties to seed growers, academia, etc.
- Work with the four Tri-State research institutions to secure supporting data and information necessary for educational/marketing purposes.
- Prepare and maintain the licensing contracts and agreements necessary to fulfill the PVMI mission.
- Conduct extensive outreach to potential users of PVMI varieties, working to get them established in the marketplace.
- Represent PVMI at national and international trade shows and events.

## Research Programs

- Assist the four Tri-State research institutions and member commissions to identify, integrate, and coordinate research priorities and programs to the extent possible and to avoid duplication of efforts.
- Provide input to variety selection processes.

## Communications

- Report quarterly to the board of directors a list of income and expenses relative to budgeted income and expenses, and a listing of all disbursements.
- Ensure that the board is fully informed of all PVMI activities and any developments that may affect the corporation's well-being.
- Represent PVMI to other organizations, the media, and the international potato industry.
- Prepare reports, daily correspondence, and other necessary materials and communications.
- Maintain confidentiality of sensitive information.
- Facilitate awareness and communication among key stakeholders.
- Develop and Maintain website to support the PVMI mission.

## Fiscal Management

- Financial Management and oversight.
- Approve all financial revenues and disbursements and otherwise monitor all financial and accounting activities of the organization.
- Prepare annual budgets with the assistance of the board.
- Assist in coordinating and securing funds for research.

## Required Qualifications:

- Education: Minimum of Bachelor's degree in a discipline related to agriculture with equivalent experience to a Master's Degree and strong preference for a Master's degree or higher.
- Work experience: at least 5 years of self-directed professional work experience, preferably some experience in hands-on agricultural research and/or marketing, stakeholder education and outreach, etc.
- Willingness to be domiciled in or near the Northwest states of Idaho, Oregon, and Washington.

## Preferred skills and knowledge:

- Experience in working with academic research scientists and research institutions such as universities and USDA.
- Demonstrated ability to effectively communicate orally and in writing with diverse audiences.
- Experience with and ability to work independently, and in a team as both leader and team member.
- Experience and comfort in leading committees or boards through discussions and decision-making.
- High proficiency with computer software and hardware, including MS Office, bookkeeping software, website editing, online communication platforms, etc.
- Strong skills in digital file management, organization, archiving, etc.
- Experience with marketing.
- Ability to prioritize tasks and organize effort to ensure all four main categories of work get done with or without externally imposed deadlines: 1) important and urgent, 2) important and nonurgent, 3) less important and urgent, and 4) less important and nonurgent.
- Experience with creating and managing budgets.
- Experience, ability, and interest in developing and delivering marketing and educational materials to diverse audiences via varied media.
- Ability and disposition to travel.

- Demonstrated commitment to promote and enhance diversity.
- Knowledge of potato seed production and markets.
- Skills and knowledge to independently manage operations of a non-profit marketing and administration company.
- Demonstrated ability to manage an integrated business.
- Demonstrated ability and/or knowledge of grant proposals and grant funding agencies.

Number of Vacancies 1

Desired Start Date October 3, 2022

Open Date April 15, 2022

Close Date May 15, 2022

Applications will be:

Screening of applications will begin on May 15, 2022; however, applications will continue to be accepted until an adequate applicant pool has been established.

Diversity Statement

PVMI values diverse perspectives and is committed to continually supporting, promoting and building an inclusive and culturally diverse environment. PVMI recognizes the importance of work-life integration and strives to be responsive to the needs of dual career couples.

Required Documents

- Resume
- Cover Letter
- Three References with Contact Details