

## **Texas Aquaculture Association Executive Director Position Available**

The TAA is seeking an Executive Director to oversee the administration and operation of the organization. Duties will include managing the TAA's business affairs, executing Board-directed imperatives, building and managing association membership, and outreach and advocacy through a variety of means and in a variety of venues. Target position starting date January 2025.

- The position is currently being executed on a remote, part time basis, however a remote, full-time position will be considered based on the growth potential and merits to the association.
- Salary commensurate with experience and qualifications.
- To be considered for this position, interested candidates must submit a cover letter with qualifications and why they are interested in the position along with a current resume and email to [texasaquaculture@gmail.com](mailto:texasaquaculture@gmail.com) . Review of applications will begin on June 1, 2024, and continue until the position is filled.

### **The Texas Aquaculture Association Mission**

*Our mission is to be a platform for industry-wide exchange of information and to serve 2024,, unified voice that promotes the Texas aquaculture industry through public outreach and advocacy.*

### **General Responsibilities of The Executive Director:**

1) Board Governance: Works exclusively for, and reports directly to, the Board of Directors in order to fulfill the organization's mission.

- The Executive Director will take direction from the Board of Directors and work with the Board to assure that the TAA is achieving its mission while operating according to the Association's bylaws.
- The Executive Director will organize and attend all meetings of the Board and will be responsible for reporting, in a timely and accurate manner, on the condition and operations of the TAA.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of the TAA, to include submission to the Board of a proposed annual budget and financial statements, which accurately reflect the financial condition of the organization.

- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.
- Responsible for working with the Board on fundraising and developing the other resources that are necessary to support the TAA's mission.
- Responsible for ensuring that all legal filings, including tax returns, are made timely and accurately.

3) Organization Mission and Strategy: Works with the Board and committees in their strategic planning and execution on those plans.

- Responsible for assessing priority issues important to the Texas aquaculture industry by interacting with members, the industry at large, governmental agencies and legislators.
- Responsible for execution of the TAA's outreach and advocacy plan.
- Responsible for the enhancement of the TAA's image by being active and visible in the aquaculture and resource management communities and by working as needed with universities, other aquaculture and fisheries professionals, and non-governmental organizations.

4) Business Administration. Uses or engages appropriate resources to ensure that the Association maintains proper records, diligently and accurately handles accounts receivables and payables, and complies with all laws governing the Association.

### **Job Responsibilities:**

1. Planning and operation of annual budget.
2. Upon approval of the President, responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the TAA.
3. Serving as the TAA's primary point-of-contact to the aquaculture community, governmental bodies, education/research, the media and the general public.
4. Coordinating Board member input for a unified response to policy inquiries and research support priorities.
5. Establish and maintain relationships with pertinent organizations and to utilize those relationships to execute the TAA's Mission.
6. Oversee all meetings, annual conference and board meeting activities:
  - a. Supervise planning and monitor committee outputs.
  - b. Oversee/participate in day-to-day management.
7. Lead legislative initiatives and correspondence with state and federal regulatory and oversight agencies.
8. Deepen and refine all aspects of communications to create a stronger TAA presence.

9. Report to and work closely with the Board to seek their guidance and involvement in public outreach, policy decisions, fundraising, and to increase the overall visibility of the TAA.
10. Serve as ex-officio member on each TAA committee.
11. Interact with members as needed.
12. Other duties as assigned by the President or Board of Directors.

**Qualifications:**

- Experience in commercial aquaculture production or ancillary industries/professions helpful but not mandatory.
- Experience in administrative management with strong organizational and analytical skills.
- History of public engagement or a leadership position with demonstrated writing, communication and interpersonal skills.