

## **Job Announcement**

### **Executive Director Empire State Forest Products Association**

Founded in 1906, The Empire State Forest Products Association (ESFPA) is New York State's forest industry trade association. ESFPA seeks a proven leader and effective advocate, communicator, fundraiser, and manager to assume the position of Executive Director. Under the direction of a 25- member board of directors, the Executive Director is the association's senior staff position, and supervises a staff of four as well as various consultants and contractors. This is an exciting position and exceptional career opportunity. The Association is the voice of an industry that provides over 60,000 jobs and represents 7% of all manufacturing jobs in New York.

Forest products are and should be the new exciting source of jobs and economic prosperity in the State based upon the richness of the existing forest resource. Wise use of renewable resources is the growth area for solving pressing ecological issues such as climate change in the coming years and ESFPA is poised to be a major player in this arena.

To this end, exposure to state wide leaders in industry, education and government while working to communicate the positive environmental and economic contributions provided through the management of our forest resource and the industry that thrives around this resource is a constant component of the position.

Working to enhance the gains made over the past decade regarding influence of government policies in the area of forest management, as well as, all laws and regulations affecting manufacturing for the benefit of members and society at large is another constant and wonderful challenge awaiting the next Executive Director.

The Association is headquartered at the new award-winning NY Forestry Resource Center outside Albany NY in the town of Rensselaer, located just minutes away from all major NYS Government offices.

#### **ROLES & RESPONSIBILITIES:**

##### **I. Strategic Organizational Management**

- Provides the organization with vision and leadership with strong emphasis on leadership.
- Maintain staff and balance organizational priorities.
- Seek out opportunities to improve and grow the organization.
- Develop policies and strategies for financial management including all revenues, expenses, special funds, and investments.
- Encourage and facilitate the application of technology to enable programs and processes and to optimize resources.

## **II. Organizational Spokesperson**

- Serve as spokesperson and represent member interests with the media, NYS legislature and other public officials.
- Develop position statements, legislative memos and correspondence that support Association views.
- Work to develop consensus within NY's diverse forest industry.

## **III. Educational and Promotional Programming**

- Oversee educational and promotional programs that support and advance the Association.
- Develop organizational budgets and oversees financial reporting.

## **IV. Fund-Raising**

- Maintain and expand funding sources through grant applications and by providing program services that supplement association goals and objectives.
- Solicit major individual and corporate donors.

### **Required Qualifications**

- Bachelor's Degree in natural resources, public administration/organizational management, business administration or related field
- Minimum of five years of directly related job experience including three to five years in a managerial position
- Proven effective communication skills, both written and oral
- Proven negotiation and mediation skills
- Proven budget and fiscal management skills
- Strong personal commitment to and knowledge of the forests and forest industry of New York State

### **Salary and Benefits**

This is a salaried professional position. Starting salary commensurate with qualifications. ESFPA offers a comprehensive and competitive benefits package that includes health, 401K, paid vacation and holidays, and full reimbursement of travel and business-related expenses. ESFPA is an equal opportunity employer.

### **Application Procedure**

Please submit cover letter, resume, representative writing samples, and contact information for three references to:

Executive Search  
Empire State Forest Products Assn.  
47 Van Alstyne Drive  
Rensselaer, NY 12144

**Application Deadline: April 30, 2010**

Please, no phone calls.

You may submit application procedure electronically to [pcrotty@esfpa.org](mailto:pcrotty@esfpa.org)