

President
Arkansas Grocers and Retail Merchants Association
Salary: Negotiable

Type: Full Time - Experienced

Category: President/CEO

Required Education: 4 Year Degree

The Arkansas Grocers and Retail Merchants Association (AGRMA) – <http://agrma.org> is seeking a forward-thinking President with a strategic management style.

The Arkansas Grocers & Retail Merchants Association (AGRMA) is dedicated to serving, promoting and protecting the food/grocery and retail industries of the state of Arkansas through legislative efforts, education and member services. As a combination of two of the most powerful forces in the Arkansas business community, the Grocers & Retail Merchants Association is one of the largest and most active trade organizations in the state, with member locations in cities and towns throughout Arkansas.

AGRMA's President will be instrumental in continuing efforts to support this vital piece of Arkansas' economy; including legislative initiatives that directly impact AGRMA's members and the greater industry in which they serve.

A successful candidate will be a natural relationship builder; ideally someone who has both trade association experience and a high degree of familiarity with state government. As the public face of the Arkansas Grocers and Retail Merchants Association, the President must have an engaging, compelling presence and be passionate about sustaining Arkansas' thriving retail industry and supporting all those who depend on it. The position requires an authentic, collaborative leader with a proven track record of building member engagement, cultivating shared goals.

DUTIES:

Guided by the Board of Directors, the President's primary focus will be to ensure that the daily activities of the Association are in compliance with and in support of legislative policy, program and revenue goals, and strategic objectives. Areas of responsibility include planning and execution, advocacy and public relations, policy development, program implementation and administration, personnel and fiscal management, member development and retention.

Specific job duties include:

Advocacy and Government Relations

Serve as the primary liaison and spokesperson between the Board, policy makers at both the state and federal levels, and the press.

Monitor and report all legislative, political, and administration activities and issues which may impact the interests of the Association and its members.

Attend and participate in legislative and regulatory meetings and hearings bearing potential impact on the Association and its members.

Manage advocacy initiatives and staffing to assure effectiveness and results.

Provide leadership with the Board in crafting, sponsoring and promoting legislation, regulations and policy that support the Association's mission.

Maintain relationships with governmental agencies, elected officials, key stakeholders, and organizations with complementary and/or like missions and policy objectives.

Operations Management

Assist the Board in setting short-term and long-term goals based on the strategic plan.

Develop and implement work plans to meet strategic objectives.

Develop and administer operational policies.

Oversee member recruitment and retention activities.

Coordinate membership meetings and conferences.

Foster and maintain ongoing and open communication with the Board.

Personnel Management

Oversee current staff and ensure adequate staffing levels to meet AGRMA's strategic plan objectives and growth goals.

Assure proper compliance with employment law as it relates to personnel matters.

Provide adequate hiring, training, supervision and evaluation of all staff, volunteers and interns.

Develop expertise in staff by encouraging further education, training and providing learning opportunities for growth.

Oversee all disciplinary actions including terminations.

Facilitate orientation of new Board members and committee chairs.

Fiscal Management

Follow established policies, procedures and internal controls for prudent financial management.

Budget preparation and monitoring for both the Association and AGRMA's Educational Foundation.

Manage AGRMA's assets, liabilities, revenues and expenses.

Seek new/additional revenue sources.

Assure proper fiscal record keeping and reporting.

Assist with tax preparation and submission of all required state and federal documents under the direction and guidance of accounting firm and Board Treasurer.

Public Relations and Communications

Respond to information requests from members, key stakeholders, press and the public.

Oversee the development and dissemination of information, research, materials and programs.

Promote the Association and its initiatives to the media, governmental agencies, elected officials, current/past/potential members, professional associations and key stakeholders.

Oversee AGRMA communication strategies, including website, newsletters/print, personal appearances and social media presence.

QUALIFICATIONS:

Qualified candidates will have a Bachelor's degree and a minimum of 2 years of state government and/or trade association experience. A working knowledge of Arkansas' retail industry is a plus! Experience working with state and federal policy makers is desired. This is a high level position requiring strong leadership, communication and interpersonal skills. A successful candidate will demonstrate the ability to grow membership and implement innovative programs and services in collaboration with the AGRMA Board, key stake holders, governmental agencies, and professional associations.

The Arkansas Grocers and Retail Merchants Association offers a dynamic, challenging work environment with ample opportunity for professional fulfillment, competitive compensation and a full benefit package. To express your interest in this position, please submit your resume, salary requirements and a cover letter explaining how your qualifications relate to this position to the following email address:

Sandra@agrma.org.