

# **Katahdin Hair Sheep International**

## **Operations Manager – Position Description**

APPLICATIONS DUE: October 10

Send to: [promotions@katahdins.org](mailto:promotions@katahdins.org)

### **General Description of Duties**

The Operations Manager will serve as the chief administrative officer of the Katahdin Hair Sheep International (KHSI) as an independent contractor and will perform the duties outlined in the KHSI bylaws and policies as set forth by the Board of Directors.

Reporting to the KHSI Board of Directors, the Operations Manager helps develop and implements organizational policies set by the Board; plans programs that will effectively meet the needs of the entire membership, enhancing the growth and reputation of the Katahdin sheep breed and KHSI.

The Operations Manager will provide recommendations on new promotional strategies. The individual will be expected to relate closely with the members of the Board to ensure a well-informed, successful, coordinated, and consensus-driven organization.

The Operations Manager will be expected to effectively manage day-to-day activities of the KHSI and manage its resources.

### **Specific Responsibilities**

- Have general day-to-day charge of the affairs of KHSI, subject to control of the Articles of Incorporation, the Bylaws and the direction of the Board of Directors.
- Answer all phone and email inquiries from KHSI members, potential members, Katahdin breeders and owners, and other customers of the organization. Maintain a customer-service-oriented, helpful and professional demeanor at all times when interacting with KHSI constituents.
- Maintain close contact with Registrar office in order to maintain a current list of active members and keep track of monthly disbursements.
- Plan, organize and oversee the execution of the organization's annual midsummer KHSI Expo meeting, sale and educational event, in collaboration with the Expo Committee and contracted Sale Operator.
- Serve as General Editor of the KHSI Hairald magazine. Working with the Magazine Committee, oversee the creation of content, design layout and editing.
- Oversee and execute the educational and outreach goals of the organization.
- Oversee and execute the organization's hair coat inspection program.
- Generate all organizational mailings and email notifications in required timeframes.
- Support the work of researchers who are doing research related to the Katahdin breed, or work that advances the interests of the sheep industry as a whole.
- Work with KHSI Board of Directors to develop an annual budget. Keep and maintain the financial records of account of KHSI.
- Keep a permanent record of the minutes of the meetings of the Board of Directors..
- Present a report on the condition of the Association and pertinent statistics of the Katahdin breed at board meetings.
- Work with and support committees regarding specific committee goals including the fiscal impact of said goals.

- Update and maintain the KHSI website with relevant organizational content and news, using Wordpress as the platform.
- Manage and regularly update the organization's Facebook and social media messaging forums with relevant content and organizational news. Working with the KHSI Board on developing webinars and podcasts.
- Develop promotional materials as deemed necessary by board and committees.
- Write breed informational updates and relevant articles for Banner Sheep Magazine, agricultural magazines, and other pertinent publications.
- Maintain and pick-up mail from KHSI postal mailbox at a minimum of three (3) times per week.

### **Required Knowledge and Skills**

- Expert knowledge of the sheep industry; strong knowledge of and experience with the Katahdin Hair Sheep breed is essential. Demonstrated strong dedication to our breed and its mission.
- Skill in using Microsoft office technologies to increase efficiency and/or effectiveness
- Skill in utilizing a systematic approach to problem solving
- Skill in prioritizing assignments and utilizing time to complete work in an effective and efficient manner
- Skill in establishing and maintaining relationships with a variety of internal and external organizations, both locally and internationally
- Excellent oral and written communication skills, sufficient to discuss a variety of job-related topics, and to effectively communicate complex topics to a variety of audiences
- Ability to travel up to 10% of the time, to destinations across the U.S. and also Canada and Mexico, to carry out essential responsibilities of the job. All travel reimbursement guidelines will be determined in advance by the Board of Directors.