

National Sheep Improvement Program Executive Director Vacancy Announcement

The National Sheep Improvement Program (NSIP) is seeking candidates for the position of Executive Director.

Anyone interested in the position can reach out to Brenda Reau, Chair of the NSIP Board of Directors via email at reau@msu.edu or by phone at 734-755-8285. Those wishing to submit an application, should email a letter of interest and resume to Brenda Reau.

Candidate review will begin immediately, and the position will remain open until a suitable candidate is selected. Candidates are encouraged to make an application no later than May 15, 2024.

The Executive Director position is contractual. The Executive Director is an independent contractor and not an employee of the National Sheep Improvement Program. No office space is provided. It is the contractor's responsibility to provide the necessary work environment, which may be located anywhere in the United States. The contractor will be reimbursed for travel expenses necessary to perform the job.

Roles and Responsibilities

Primary role of the NSIP Executive Director is to assure the effective and efficient operation of NSIP. All specific responsibilities of the position are in support of this primary role.

Responsibilities such as promotion and industry education assure we are filling our program objective of providing quantitative genetic analysis to the nation's sheep flock. Also, by assuming much of the daily activities of the program, the board of directors can focus their attention on broader developments within NSIP.

Responsibilities include (in order of priority):

- Serve as the primary point of contact for all association business and services
- Address data and program issues and questions from current enrolled producers in a timely and professional manner
- Handling & cataloging genomic sample submissions
- Provide the board and committees with all required information to make the best possible decisions for the advancement of the program
 - Keep accurate financial records and membership rolls
 - Work with the Treasurer to create annual budgets for the program for the board's approval
- Serve as the primary liaison with the data provider (Sheep Genetics and Lambplan) and genomic testing labs
- Field questions from prospective breeders and aid in enrolling new flocks

- Design a quarterly newsletter
- Plan and deliver in person and virtual industry outreach events focused on the benefits of NSIP to promote the value of quantitative genetic selection to the American sheep industry
- Identify and secure funding to advance NSIP to a fiscally sustainable level and to continue its advancement.
- Coordinate the efforts of the various committees within the board to assure all activities are aimed at a common objective and executed within the best interest of NSIP and the industry
 - Plan and host NSIP sheep sales
- Develop key relationships and partnerships with influential groups, organizations, individuals, stakeholders and breeders in the sheep industry
- Supervise and coordinate activities of staff, contractors and volunteers
- Plan and implement short and long-term goals for NSIP

Required Skills

- Strong communication and customer service skills
- Competency with computers and technology including but not limited to Word, Excel, PowerPoint, email and data analysis software
- Digital media and communication including Zoom (or similar web-based conferencing platforms), YouTube, Podcasts, email newsletters, etc.

Preferred Skills

- Experience with genetic evaluations in livestock and/or strong background in Animal Science
- Strong analytical skills including experience with data analysis and interpretation
- Experience with Pedigree Master or other data management software programs for livestock
- Understanding of the structure and functionality of different segments of the U.S. sheep industry