

Executive Director Position Description

WOOD SUPPLY RESEARCH INSTITUTE (WSRI)

The mission of WSRI, a non-profit 501-C -6 organization, is to fund research that has the potential for improving the process of providing wood fiber in the most efficient and productive manner to the marketplace. WSRI membership categories are: wood consumers, loggers & wood dealers, woodland owners & associate members. Annual membership dues provide the funding for the research. WSRI is governed by a 28 person Board of Directors, a 10 person Executive Committee and a Chairman, all guided by WSRI By-Laws.

The WSRI Executive Director (ED) reports to the WSRI Executive Committee and Board of Directors.

The ED is currently the only WSRI employee and has the sole responsibility for the successful management and operation of WSRI. Support services, legal oversight, communications/marketing services, and financial services although contracted out are still managed by the WSRI ED.

Responsibilities

- Developing the annual budget and recommending WSRI dues rates.
- Managing the terms of service for the Board of Directors, including recruiting new Board Members
- WSRI written and electronic communications ,
- Formation of the WSRI Technical Team that reviews research proposals and determines the research that will be undertaken
- Collecting research proposals and sending out RFP's for the research projects.
- Responding to all print correspondence and electronic email messages
- Recruiting new members and keeping existing members informed.
- Representing WSRI and make WSRI presentations at allied association meetings.
- Managing the organization's finances including approving all payments to vendors, signing tax reporting forms and payments and assisting with financial audits.
- Managing the WSRI Annual Meeting each year for the primary purpose of reporting on completed and ongoing research and seeking approval of the Board of Directors for all yearly business. The meeting arrangements are contracted out.

Qualifications

The search team is seeking candidates who:

- Have very strong organization skills (the ability to juggle work duties).
- Have the ability to “wear several hats “and to listen and remain neutral when resolving issues.
- Have exceptional written and oral communication skills.
- Have the passion, drive, and work ethic necessary to help forest industry firms survive and flourish in a global marketplace.
- Must be self-motivated and have an upbeat, can-do, positive attitude about work and life.
- Have excellent “people skills” and the ability to maintain cordial working relationships with all classes of WSRI members and with allied association executives.
- Have the sales ability to recruit non-members to WSRI membership.
- Already know, or have the ability to quickly learn, the unique nature of and issues surrounding the forest management, timber harvesting, and wood fiber procurement and transportation operations of WSRI member companies.
- A BS degree in forestry would be helpful but is not required. More important is a broad knowledge of all phases of the fiber supply chain and established friendships/contacts with Industry leaders. Some association management experience would be a big plus.
- Have a record of professional (and personal) ethics and honesty.

Working Hours

The current WSRI ED works part time an average of approximately 25-30 hours per week to manage and fulfill WSRI responsibilities. This is a Mission driven job and work hours may vary from full time to part time depending on the season and workload. Working hours are flexible and can be scheduled by the ED. The position will start on or about May 1, 2016.

Location

The current WSRI ED works out of a home office with no office rent charge to WSRI but with office supplies & office expenses charged to WSRI. Location is negotiable.

Salary and Benefits

There are currently no benefits provided for this position. The Salary is negotiable and commensurate with experience.

Application cutoff date

Applications must be received by Nov 15, 2015. Please email applications to Crad Jaynes WSRI Chair at bcjpaw@windstream.net