

## **Executive Director**

### **Colorado Potato Administrative Committee (CPAC)**

1305 Park Ave.

Monte Vista, Colorado 81144

Position Type: Full-Time, Salaried, Exempt

Target Start Date: mid-September 2024

Application Deadline: Applications open until position filled; preference given to applicants submitting by July 15, 2024

### **About CPAC**

Founded in 1941, the Colorado Potato Administrative Committee (CPAC) was formed to support local potato growers and shippers. As the Federal and State Marketing Order, CPAC helps set quality standards, and seeks to innovate in sustainability, best practices, research and marketing. Together with the growers from the San Luis Valley and beyond, CPAC has overseen expansion into new varieties of potatoes and a multi-level inspection process that ensures over two billion pounds of Colorado potatoes grown annually are the highest quality possible.

### **Executive Director Position Summary**

CPAC is seeking to hire the position of Executive Director. In this role the Executive Director will lead the organization and further support the initiatives of the potato grower and shipper members.

Duties of the Executive Director include but are not limited to the following:

- Oversee daily office operations and staff
- Liaison between CPAC and Governing partners such as USDA, CDA, APHIS, FDA
- Administration and oversight of the program Federal and State Market Order
- Responsible for the management duties under the direction of CPAC committee such as meetings, budgeting and ensuring compliance
- Guiding and implementing the direction of research and promotion programs
- Applying, implementing and ensuring compliance on State and Federal grants
- Attending State and National meetings
- Advocating on behalf of the industry, growers and shippers
- Helping the industry move into the future with new ideas, policies and forward-thinking marketing and promotion
- *Other duties may be assigned*

Qualifications:

- Agricultural Background
- 5 years Management Experience
- Bachelor's Degree
- Self-motivated

Requirements:

- Must work in office
- Willing to travel
- Full Time (40 Hours)

Compensation and Benefits:

- Paid Health, Vision, and Dental Insurance
- Paid time off and sick leave
- Committee Vehicle
- Cell Phone
- Salary range \$80,000-140,000- commensurate with background and experience

*Equal Opportunity*

It is the policy of Colorado Potato Administrative Committee to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability, veteran status, or any other status protected by applicable state or local law.

**To Apply**

Email a cover letter, resume and at least two professional references to [jobs@coloradopotato.org](mailto:jobs@coloradopotato.org) and include "Executive Director" in the email subject line.

Applicants will be notified prior to contacting references.

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