



FLORIDA PEANUT PRODUCERS ASSOCIATION

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Florida Peanut Producers Association Seeks Candidates for Executive Director

The Florida Peanut Producers Association is a grower check-off organization that places significant value on the role of the Executive Director. This position is crucial in representing the interests of Florida's peanut producers through research, promotion, and educational programs.

Requirements: Bachelor's degree with work experience in agricultural management or related fields. Association experience is a plus. This role offers a unique opportunity for growth, and preference will be given to individuals who have previous Executive experience or other extensive coordination and management experience.

Position Location: The primary location is Marianna, Florida, at the FPPA office.

Position Objective/Responsibilities: Under the direction of the FPPA Board of Directors, the Executive Director shall be in general charge of all daily operations of the association and office. This includes, but is not limited to, purchasing, marketing, and handling all office operations and resources. The executive director shall oversee and manage all FPPA resources, including professional, financial, and physical resources.

The executive director shall report quarterly to the Department of Agriculture, along with the progress report, payment summary, and other documents needed to keep the association in good standing. Maintain all research funds, agreements, and contractions from year to year. Work with the University of Florida and the National Peanut Board to submit payments throughout the projects.

The Executive Director maintains the FPPA's financial and administrative records. This includes performing all secretary duties, depositing all funds promptly, and maintaining records and accounts properly and correctly. The trust placed in this role is a testament to its responsibility.

The executive shall follow the FPPA bylaws for the board of directors, hold four quality meetings and annual membership meetings, and maintain the board term limits. The executive shall also assist the directors with any tasks or assignments needed to improve the association.

The executive should also be willing to participate in industry associations, such as the National Peanut Board, and become active members of committees when necessary, such as those focused on research or promotion. Conduct yourself professionally, including in dress, appearance, and presentation. Get involved in industry associations and actively participate in committees when necessary.

Skilled Required: Firm grasp of grammar and writing. Computer skills included word processing, spreadsheets, presentations, etc. Time management, organizational skills, and financial management. Plan and implement programs, including state, multistate, and national industry groups and associations—Understand the legislative processes in Tallahassee and Washington, DC.

To apply for this position, please send a cover letter and resume to Ken Barton, Executive Director, Florida Peanut Producers Association. ken@flpeanuts.com 2741 Penn Ave Suite One Marianna FL 32448