



OMRI Job Announcement

Title: Executive Director
Status: Full-time, exempt position
Salary range: DOE, plus benefits
Location: Eugene, Oregon

About OMRI

The **Organic Materials Review Institute (OMRI)** is a leading national nonprofit organization that reviews and lists input products for use in producing, processing and handling organic food and fiber. OMRI Listed products are deemed appropriate to be used in operations that are certified as organic under the USDA National Organic Program. OMRI has a dynamic staff of 17 professionals. The Executive Director reports to and receives guidance from a national Board of Directors.

OMRI is at a pivotal point in our growth as an organization. As demand for our services soars, and need for expanded third party verification of organic inputs grows, this is a very exciting and potentially impactful time.

THE POSITION

OMRI is looking for a proven, dynamic and entrepreneurial leader with a successful track record in the following areas to help us strategically grow quickly, yet intelligently.

Business Management Experience

- Outstanding people skills, supportive supervisory style, demonstrated team building success.
- Proven ability to successfully grow a business, developing the systems necessary to have a smooth path.
- Success at strategic analysis and implementation of process improvement procedures.
- Ability to continuously and methodically improve internal systems to provide increasingly high quality and timely services to clients.

Regulatory Experience

- Experience interfacing effectively with government regulatory agencies, preferably with NOP, USDA, EPA and other federal agencies.

Industry experience and knowledge in agriculture (crops, livestock and processing)

- Science background and experience – agriculture, biology, chemistry or closely related fields.
- Knowledge of, or history in, organic agriculture or processing and/or demonstrated belief in the values of organic food production.

Additional Preferred Characteristics

- Organizational visionary. Someone with the ability to identify new opportunities and directions, and the leadership skills to achieve them.
- Organized multi-tasker, keep a lot of balls in the air and still be able to pick up new ones.
- Great communicator. The Executive Director is often the public face of OMRI and must be comfortable and effective in that role. This position requires superior written and verbal communication skills to maximize good external relationship building as well as supervision and support of staff.
- Experience working with a Board of Directors or other supervisory body.
- Ability to create, monitor and adhere to budgets, overall fiscal accountability experience.

Application Packet Must Include:

A complete chronological resume.

Names and contact information for 4 references.

A cover letter with answers to the following questions:

- Why are you interested in working as the Executive Director for OMRI?
- How well do your skills and background meet the job description needs?
- How did you hear about this position?
- What are your salary requirements?

To apply, submit the above information to: bh@tacs.org with “OMRI” in the subject title by **Monday, May 10th at 5:00 pm**. Or by mail to: TACS, 1001 SE Water St, Suite 490, Portland, OR 97214. Attn: Bob Hazen, OMRI.

See the job announcement on our website at: <http://www.omri.org/job/executive-director>

This job description is intended as a guide only, and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied.