



## Chief Executive Officer

The mission of the Indiana Crop Improvement Association (ICIA) is to provide unbiased, data-driven, innovative solutions that address the needs of our customers: the seed, grain, and food industries. That has been our legacy for over 120 years, and we are driven to continue positively contributing to the success of our customers in the future.

As the CEO of ICIA, you will be responsible for leading this organization to continue its unwavering standard of excellence in addressing our customers' needs. You will be accountable to the Board of Directors and the membership of ICIA, who are Indiana-based, regional, national, and global in their business reach.

### What You Will Do:

- Actively guide and direct the organization by connecting with its 13 full-time employees, in addition to seasonal staff, building rapport with key stakeholders, and sharing a consistent vision for the organization
- Develop and deliver on the annual financial targets, aligning with the Board of Directors on the development of the budget and its implementation, including timely and transparent financial reporting
- Serve as secretary/treasurer for the Association with oversight of all major purchases in compliance with generally accepted accounting principles (GAAP)
- Communicate proactively and collaborate with the Board of Directors and its Executive Committee
- Recruit, hire, and develop full-time employees such that employees have the resources needed to reach their full potential as part of a growing organization
- Direct and provide vision for new business development and strategic planning activities
- Engage in active participation in the Association of Official Seed Certifying Agencies (AOSCA)
- Ensure the association's investments and financial reserves remain in good standing, both short and long-term
- Monitor and manage ICIA insurance coverage as well as retirement plan, making recommendations and adjustments with Board approval
- Demonstrate a commitment to the ISO Quality Policy of the organization

### Who You Are:

- An excellent communicator focused on people and development, taking a team approach in successfully leading the organization and its stakeholders
- A business-minded leader with familiarity of 501(c)(3) non-profit organizations such as ICIA, run with a for-profit mindset, and demonstrable experience collaborating with a Board of Directors
- A passionate problem-solver known for engaging with customers to understand their business needs and design practical solutions
- An experienced seed industry professional with a high-level knowledge of genetic and seed testing as well as regulatory activities –a minimum of five years of experience
- A well-connected individual, willing to establish and maintain business relationships with ICIA members/customers and key industry stakeholders
- A motivator, skilled in providing feedback to employees and swift in conflict resolution
- An adaptable visionary, focused on delivering quality results and solutions in the present and positioning for the future



**ICIA** INDIANA CROP  
IMPROVEMENT  
ASSOCIATION

## CEO Job Description

### Bonus Characteristics

- A working knowledge of emerging technologies in the genetic and seed testing space
- Experience in collaboration and engagement with academic institutions
  - ICIA has a unique relationship with the Office of Agricultural Research and Graduate Education in the College of Agriculture at Purdue University

### Conditions of Employment

- This is a full-time, exempt position
- Due to the nature of duties and responsibilities of this position, the individual must be willing to accept a time commitment which at times could exceed 40 hours per week which could include some evenings and weekends
- Season Travel - 20% (winter conventions/meetings + growing season visits)
- Written acceptance of the Association's Personnel Policy for full-time employees

### Application Process

- Applications should include, as separate documents, a CV or resume, names of three references and a letter of interest addressing how they would move ICIA into the future.
- All application materials should be emailed to Jim Parks, Immediate Past President, Board of Directors, ICIA, at [james.s.parks@outlook.com](mailto:james.s.parks@outlook.com)

