**NCBA CLUSA logo - with tagline**

**Executive Director**

**Austin Cooperative Business Association**

**The National Cooperative Business Association CLUSA International (NCBA CLUSA)** is the trade association for cooperative businesses in the United States and an international development organization. **NCBA CLUSA** provides cross-sector education, technical assistance, and advocacy that helps co-ops thrive. For nearly 100 years, **NCBA CLUSA** has sought to advance and protect cooperative enterprises, highlighting the impact that cooperatives have in bettering the lives of individuals and families. In the last 60 years, **NCBA CLUSA** has worked in over 100 countries in the areas of food security, agricultural development, strengthening of communities and farmer organizations, community-based health, natural resources management, and empowerment of smallholder farmers, women, and youth. We currently work in 15 countries in Africa, Latin America, and Asia.

**NCBA CLUSA** is now recruiting for an **Executive Director** for the Austin Cooperative Business Association (ACBA). The Executive Director is responsible for the organization’s consistent achievement of its mission and financial objectives. The Executive Director will provide day to day leadership for ACBA including strategic management and organizational leadership, financial supervision, grant-writing/fundraising, and promotion of ACBA to internal and external audiences. The Executive Director of ACBA reports to the COO of NCBA CLUSA and the Board of Directors of ACBA.

**Essential Areas of Responsibility:**

Membership

* Build and recruit membership in the ACBA.
* Foster business relationships among cooperatives in Austin.
* Develop and manage an ACBA member stewardship program.

Strategic Management and Organizational Leadership

* Develop and lead implementation of the ACBA Strategic Business Plan.
* Develop effective relationships between the ACBA and the Austin philanthropic, government and business communities.
* Provide efficient and effective financial and operational management of the ACBA and its programs.
* Work collaboratively with the ACBA Board of Directors to provide strategic leadership for the ACBA.
* Be an active participant representing ACBA in the National CBA cohort.

Fundraising and Promotion

* Raise funds through grants and other means to support the operations and programs of the ACBA.
* Promote the ACBA to media and other audiences to build and sustain membership in local cooperatives.
* Engage in proactive promotion of the ACBA and its mission to the entire Austin community.

**Successful candidates will have the following qualifications:**

* Bachelor’s degree from a accredited institution in a relevant field, Master’s degree preferred.
* Minimum 3 to 5 years’ experience managing and motivating professional staff in a nonprofit trade association.
* Minimum 3 to 5 years’ of demonstrated successful fundraising and development experience required.
* Demonstrated working knowledge of cooperatives or background in cooperatives is strongly preferred.
* Must have experience working collaboratively with and reporting to a Board of Directors.
* Experience interacting with a variety of constituencies: Board of Directors, staff members, donors, volunteers, municipal and state officials, media and the general public.
* Previous experience managing projects and budgets and having strong financial management and budgeting skills.
* Demonstrated connections and an ability to engage in the Austin philanthropic, cooperative, government and business communities whose support will be critical for the success of ACBA.
* Strong ability to manage the expectations of stakeholders and delegate to the appropriate partners when necessary
* Strong effective communicator in writing, business presentations and in interpersonal communication.
* Strong consultation skills including the ability to challenge and influence partners to align practices with business objectives.
* Strong business acumen, process and customer focus.
* Familiarity and skill with the tools of the trade in human resources including HRIS, Microsoft Office suite of products, including strong excel knowledge and document retention requirements.
* Extensive knowledge of and commitment to cooperative and social justice principles.

To apply, please send a resume or CV and a cover letter to [jobs@ncba.coop](mailto:jobs@ncba.coop) with subject line **“Executive Director Austin".** Only candidates selected for an interview will be contacted. No phone calls, please. We are an Equal Opportunity Employer of protected veterans and individuals with disabilities.