



## ***Position Announcement***

The Michigan Association of Timberman is seeking a candidate for the position of Executive Director for its Association. The Executive Director is the key management leader of the Association. The Executive Director will possess extensive knowledge of the Forest Products industry and Forestry policies in Michigan. Other duties will include but not limited to the following:

- Member outreach, meet onsite with current members as well as recruit new members
- Represent the association in the government on issues that affect our industry.
- Assist/manage office staff to meet goals.
- Participates in preparation of educational and technical assistance to members and the public.
- Excellent verbal and written communication skills.
- Oversee finances of the Board of Directors, including preparation of long-range forecast and monthly and annual budget reports.
- Plan, develop and implement new programs and ideas to promote and increase membership involvement.
- Direct and coordinate association functions, such as conventions, exhibits, local and regional workshops.
- Promote growth of our association through the outreach of members and other organizations that enhance our image with the public.
- Travel to meetings, job sites, and educational programs to represent the association.
- This position will report directly to the Board of Directors.
- Represent the Michigan Association of Timberman with professionalism and a positive attitude at all times.

This position will be a salary position plus benefits with yearly performance evaluations. Compensation based on qualifications and experience.

Please send resumes to the MAT office, [timberman1979@gmail.com](mailto:timberman1979@gmail.com) by March 1, 2019

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