

Date: October 5, 2014

Job Title: Association Manager

Location: Dartmouth & Westport, MA

Hours: Part-time

Job Description:

The Southeastern Mass. Livestock Association (SEMALA) is seeking to immediately hire an Association Manager with 2-3 years of general experience to assist the Board in completing the planning, financing, and building of a state of the art meat processing facility (the “Project”) in Westport, MA, as well as to assist in the Association’s membership, fundraising, and outreach. SEMALA, a Massachusetts non profit, is proposing to build a new USDA certified craft meat processing facility. The lack of slaughtering options is a major bottleneck to the production of local meats in our region. The plan is to build a small, flexible facility with a retail store structured to foster direct sales by local producers. The facility will incorporate the highest animal welfare standards and the best food safety practices possible. When construction is complete, SEMALA will lease the facility to a private operator, and then oversee ongoing operations. Please see semala.org for more information

Specific Duties and Qualifications:

The Association Manager’s tasks will include:

- Managing all the day to day work related to the Association
- Assist in the structuring of SEMALA and it’s relationship with the Project

- Managing and coordinating the assembly all funding sources for the Project
- Writing grants and funding applications where necessary
- Modeling and projecting project costs and operating performance of the Project.
- Complying with stakeholders, investor and lender requirements, including regular reporting
- Managing the transition of completed project to the Operator
- High level problem solving

This role will report to SEMALA's Board of Directors and will act as a liaison between SEMALA, all stakeholders, funders, lenders, vendors, producers and members of SEMALA.

Qualifications: Qualifications required include 2-3 years of related experience preferably in finance and work with nonprofits. Skill set should include strong organizational skills, solid communication skills, strong knowledge of project management software such as Microsoft Office and Project. Candidate should have proven ability to work independently, multi-task, and prioritize.

If you are interested in applying or know someone to refer for the position please e-mail resume to Barry Gross, SEMALA's Clerk at:
bagross@semala.org