

August 10, 2023

TO: Potential Applicants

FROM: Distillers Grains Technology Council

RE: Executive Director Position

The Distillers Grains Technology Council (DGTC) is seeking an Executive Director to provide leadership and guidance in support of the DGTC's vision, mission, strategic objectives and initiatives. Candidates for consideration will provide evidence of organizational, leadership and communications skills, inter-organizational networking, membership development and support.

If you are interested in being considered for this role, please submit your application electronically to [info@distillersgrains.org](mailto:info@distillersgrains.org). Final applications must be received by the close of business on or before October 31, 2023.

### **DGTC Background**

The DGTC was founded in the 1940s as the Distillers Feed Research Council (DFRC) to assist the beverage distillery industry develop uses for their non-fermentable waste materials. These efforts paid great dividends and farmers began using these materials as livestock feeds throughout the 20th Century.

In 1996, the Board of Directors recognized the need to expand our work to also address the growing needs of the expanding fuel ethanol industry, and our official name was changed. Thus was born the Distillers Grains Technology Council (DGTC).

The DGTC is a non-profit organization which serves the fuel ethanol industry, the beverage alcohol industry, the livestock industry, and other affiliated organizations and individuals. Our work focuses on improving the quality, value, and utilization of distillers grains for use in animal feeds. We serve as the principal voice on nutrition, safety, and regulatory issues affecting the production and use of distillers grains, and provide educational and technical services on distillers grains for the industries we serve.

### **Mission Statement**

The goals of our organization encompass a broad interest in current issues affecting the beverage, fuel, and livestock industries.

### **Service Support**

To provide educational and technical services to member producers and users of distillers grains.

### **Advocacy**

To be the principal voice on nutrition, safety, and regulatory issues affecting distillers grains.

### **Market Development**

To encourage, administer, and support research and promotion into new and existing market opportunities for distillers grains, and advancing the awareness of co-product value.

## **Responsibilities of the Executive Director**

The Executive Director is expected to fulfill the specifications set out in [Appendix 1](#). Your proposal must detail your knowledge, experience and capabilities as they relate to the job requirements described in [Appendix 1](#).

The Executive Director must be experienced in management to manage day-to-day operations and is expected to become the public representative of the organization. The Executive Director will be responsible for attending each Board of Directors (BOD) meeting and for working strategically with the BOD, to provide the most successful organizational outcomes for the DGTC, both short and long term.

This is a contract position with compensation and term to be negotiated by BOD and applicant. Relocation is not required. Travel costs on Board of Directors approved DGTC business will be reimbursed by DGTC. Please provide three professional references that DGTC can contact in regard to your capabilities.

Thank you for your interest in working with DGTC. Please contact DGTC at [info@distillersgrains.org](mailto:info@distillersgrains.org) with any questions.

**DGTC Executive Director  
Position Description**

**1. Position Purpose:**

- Provide leadership and management in support of the Distillers Grains Technology Council (DGTC) strategic objectives, initiatives, mission and goals.
- Identify and address needs for efficient operations and maintain a strong work culture while driving the organization's mission.
- Oversee daily operations of the organization, providing executive direction for program strategies, funding, and budget.
- Direct, manage and develop the planning for the annual DGTC Symposium.
- Provide advice to the BOD regarding the DGTC's direction and business by keeping abreast of industry developments, including changes to market and regulatory environments.
- Promote, communicate, and encourage the benefits of participation by members and publicize the organization, its programs and goals.
- Represent the programs and point of view of DGTC to inform and educate stakeholders.
- Develop and maintain sound working relationships to collaborate with relevant organizations as designated by the BOD.

**2. Primary Duties and Responsibilities:**

- Support and participate in the development/update and implementation of the strategic plan. Provide leadership to assure objectives are progressing, timelines are being met and tasks are being accomplished. Define and execute supporting actions, including identifying challenges, solutions and adjustments to achieve the strategic objectives established by the BOD. Provide progress reports to the BOD.
- Oversee daily operations of the organization, providing executive direction for program strategies and funding.
- Develop and execute an actionable plan for fundraising and managing monthly cash flow.
- Strategize fundraising opportunities, in partnership with BOD, by securing financial support from foundations, corporations, individual donors, and government funding sources.
- Work with consultants and BOD on annual symposium events, and oversee all external communications, including website, marketing collateral, newsletters, and social media.
- Serve as the face of the organization and participate in external events to increase visibility, credibility, and market brand, and develop strategic partnerships to further increase community awareness and expand programs.
- Facilitate communication and liaison between DGTC committees, BOD, and membership.
- Work with the BOD to:
  - Provide topics for discussion for the BOD meetings, and review agenda and minutes for the BOD meetings, identify issues and provide supporting documents.
  - Implement and coordinate BOD actions and projects, including priority setting, follow up to monitor activity completion and report both complete and outstanding items.
  - Manage and provide regular reports to the BOD on the completion of projects, budget, status of outstanding activities, identify challenges and propose solutions.
- Develop ideas, initiatives and potential enhancements to DGTC business with a clear knowledge and understanding of external needs and internal capabilities.

- Develop mechanisms for DGTC to recruit and energize members. Prioritize recruiting and maintain membership by increasing members and member participation.
- Respond to membership and stakeholder inquiries.
- Assist BOD members in drafting responses to inquiries, developing press releases, and in preparing comments to proposed legislation, regulations, or new programs.
- Develop written documentation and oral presentations and speak at meetings as invited and approved and requested by the BOD.

### **3. Requirements Profile:**

#### **Education:**

- A University degree (Bachelor's degree minimum) is required.

#### **Experience:**

- A minimum of 5 years management/supervisory experience in a related field.
- Preferred knowledge of animal science or grain/feed processing.

#### **Competencies:**

- Experience with collaboration and transparent communication with stakeholders including government, regulated industries and the public.
- Experience in public relations, marketing, and fundraising
- Comprehend scientific material relevant to distillers products preferred.
- Track record of successful strategic planning and implementation.
- Proven, visionary leader and “change agent” with successful implementation experience.
- Experience in arranging, publicizing, and conducting meetings.
- Some food chain and/or industry knowledge and experience preferred. Animal food and regulatory experience preferred.

### **4. Skills and Abilities:**

- Superior leadership, decision-making, interpersonal skills, conflict resolution (stressful situations), negotiation and problem-solving skills.
- Strong organizational and professional communications skills (verbal & written).
- Effective public speaking as well as strong training and supervisory skills.
- Demonstrated sound judgment and high degree of ethics.
- Self-starter with ability to work independently to achieve goals.
- Effective proven business management, notably fiscal management experience and understanding of income and balance statements.
- Proficient project management and ability to meet deadlines.
- Experience with informatics systems (e.g., Microsoft Word, PowerPoint, Excel) including proficient use of computer and software.
- Willing and able to travel, out-of-state and overnight, sometimes on weekends.