

**October 1, 2019**

**Job Posting**

**Title:** Executive Director

**Organization:** Dakota Territory Buffalo Association (DTBA)

**Location:** Rapid City, South Dakota (General area)

**Status:** Part-time position

**Association Profile:** The DTBA is a producer focused association based in Rapid City, South Dakota and represents 180 members residing in 14 states. The DTBA has grown in its 22 year history and is now the largest regional bison association in the U.S. The DTBA collaborates with like-minded organizations including the National Bison Association, the Inter-Tribal Buffalo Council, and other state and regional buffalo associations. A couple of the DTBA's feature activities are to sponsor a Winter Conference during the Black Hills Stock Show and Rodeo as well as a video buffalo auction, the Black Hills Buffalo Classic Show and Sale. The DTBA publishes its own newsletter three times per year and maintains its own website.

**Job Description:** (Summary: A detailed job description is available upon request.)

The Executive Director is responsible for executing the mission and goals of the Dakota Territory Buffalo Association (DTBA). The Executive Director shall perform such duties, under the direction of the President, as may be defined by the Board of Directors, and shall also serve as advisor to the Board and its committees. The Executive Director implements policies established by the Board, provides leadership, direction and coordinates major activities through cooperation with the Board and the Association membership. The Executive Director shall be required to attend meetings of the Board but shall have no vote therein.

**Duties and responsibilities**

- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.
- Responsible for the fiscal integrity of the DTBA, to include submission to the Board of a proposed annual budget and financial statements which accurately reflect the financial condition of the Association.
- Responsible for fund raising and developing other resources necessary to support the DTBA's mission.
- Responsible for signing all notes, agreements, and other instruments made and entered into as designated by the Board.
- Works with Board and Committee's to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
- Promote active and broad participation by volunteers in all areas of the organizations work.

**Qualifications:**

- Proven experience as an executive director or in a similar position.
- Excellent communication (oral and written) and public speaking skills
- Financial management
- Proficiency and knowledge in the use of computer applications: QuickBooks, Excel, Word, Publisher, Photoshop, and Power Point.
- Knowledge of buffalo industry or other areas of agricultural production desirable but not mandatory.
- Required use of personal vehicle for occasional out-of-town events and activities.
- Maintaining a flexible work schedule is a necessity as duties and responsibilities vary from season to season with November through February being the most demanding time period.

**If you are interested in this opportunity, please forward your resume to: [info@dakotabuffalo.com](mailto:info@dakotabuffalo.com)**

**The closing date for accepting applications is Friday, November 1, 2019.**

**Dakota Territory Buffalo Association  
P.O. Box 1315  
Rapid City, SD 57709-1315  
605-341-4525**