

WESTERN FISHBOAT OWNERS' ASSOCIATION
EXECUTIVE DIRECTOR/ADMINISTRATOR POSITION OPENING
July 2022

California based non-profit trade association focused on commercial albacore tuna fishing and maintaining access to the resource through proper management, is seeking a person to serve as administrator/manager of the organization founded in 1967.

JOB TITLE: EXECUTIVE DIRECTOR: Western Fishboat Owners Association

GENERAL DESCRIPTION: WFOA is seeking a motivated individual with administrative, social media, computer, organizational and people skills to manage the operations of WFOA. This requires conducting the day-to-day business of WFOA under the direction of the Board of Directors and Executive Committee. In addition to the listing of regular duties below the number one function of the position is to secure funding through member dues, potential grants, and other fundraising means. Applicant should have a strong knowledge of the troll and bait boat albacore fishery or other fisheries. Applicant needs to be strong in advocating WFOA to potential members and present members. Communication with fisherman and processors is very important.

LOCATION: West Coast of U.S.

SCHEDULE: Deadline to submit applications November 30, 2022. Projected start date January 1, 2023*.

DUTIES & RESPONSIBILITIES:

- Work at the direction of the board of directors and officers at their discretion
- Coordinate albacore price with participating albacore buyers in both the North and South Pacific when applicable, or manage service or any other person as directed by the board in this duty.
- Negotiate any relevant purchase agreements with receiving stations & alternate buyers where applicable.
- Research and secure grants if available, with potential compensation (finder's fee) for such
- Collect dues, assessments, and other fees from members and maintain up to date membership list
- Promote WFOA and sign-up new members
- Work toward ensuring access to albacore on the high seas and within EEZ's for members of WFOA. Attend all relevant management meetings concerning these issues.

- Prepare a yearly budget for WFOA; additional reporting requirements include, but are not limited to:
 - A. year-end financial statements
 - B. prepare and file federal and state tax returns as required by law
 - C. secure services of accountant to handle all or portion of the above
- Arrange for fall and spring directors' meetings and general membership meeting to coincide with directors meeting; arrange for district meeting prior to directors' meetings.
- Arrange any other meetings required of board, e-board, or general membership
- Maintain communications with members via electronic means. Update social media and websites related to WFOA
- Keep in close contact with WFOA President and executive committee advising on association business.
- Attend, when possible, WFOA directors' meetings, general membership meetings, and district meetings. Either in-person or online
- Conduct what other business necessary that enhances the livelihoods of members of WFOA or as directed by the Board of Directors.

COMPENSATION: Depending on time and hours base \$30-\$50k per year as determined by the board.**

Send resume or further questions to:

WFOA
POB 992723
Redding, CA 96099
wfoa@charter.net

* Start date could be extended depending on scheduling, training, and/or transfers of materials, full turnover no later than March 31, 2023

** May be incentives for extra income tied to fund raising and expanding the membership, initially figures are based on a part time scenario but can expand depending on membership, funds, and landings.