

## Chief Executive Officer (CEO)

The American Dairy Products Institute® (ADPI®), a 501(c)(6) not-for-profit corporation is a leading trade association representing manufacturers, sellers/marketers/distributors, and suppliers of goods and services related to dairy ingredients and related products in the America-region (USA, Canada, Mexico) and beyond borders.

ADPI® is currently seeking an experienced professional to lead the institute to fulfill its vision of “becoming the worlds "go-to" authority on dairy ingredients” and achieve its mission of “enhancing the global utilization of dairy ingredients by leveraging the technical, manufacturing, and marketing resources of its members and others.”

This highly visible leadership position is based at the company headquarters in Elmhurst, IL USA, and will have the authority, and be subject to the direction and limitations as determined by the Board of Directors, in managing and directing the day-to-day activities of the organization.

Now in its 102nd year since the founding of its legacy associations, ADPI® represents over 260 member organizations within five categories of membership type.

ADPI® operates with a traditional organizational structure comprised of Officers, Board of Directors, Standing Committees and under the governance of a set of Corporate Bylaws.

The successful candidate will oversee all activities associated with the institute, providing the vision, leadership, and direction that will enable ADPI® to continue to grow its value proposition and relevance for members and industry.

### Skills & Experience Desired

- Minimum BS degree (MS preferred)
- Minimum of 15+ years of relevant experience - Dairy or Food Ingredient industry and/or trade association leadership.
- Leadership & Management skills -a proven ability to lead a diverse team and deliver results
- Excellent oral and written communication & presentation skills
- Excellent interpersonal skills with the ability to work across various levels of an organization
- Strong financial acumen
- Computer/Technology proficiency
- Strategic thinking, planning and execution
- Self-motivated and goal oriented
- Willingness and capability to travel domestically and internationally up to 30%+
- A commitment to continuous improvement and knowledge growth coupled with a

desire to remain current on the latest scientific and technical developments related to dairy ingredients and industry.

### Primary Duties & Responsibilities

The Chief Executive Officer shall, pursuant to the direction of the Board of Directors, be responsible for conducting all operations and business affairs of the corporation. The primary duties and responsibilities of the Chief Executive Officer are as follows:

- ✓ Accomplish the mission of ADPI® to increase the world-wide use of dairy ingredients, by marshaling the technical, manufacturing and marketing resources of members and others.
- ✓ Provide strong leadership and management to achieve ADPI's vision to be the world's premier authority on dairy ingredients.
- ✓ Collaborate closely with the Board of Directors, reporting primarily to the Chair of the Board, and secondarily to the Executive Committee.
- ✓ Maintain regular communication and engagement with Board Members.
- ✓ Oversee planning and implementation of two Board Meetings and one Members Meeting per year.
- ✓ Collaborate with the Board on the ongoing development and implementation of strategic plans.
- ✓ Collaborate with the Board on the development of 3–5-year Strategic Plans, and with ADPI's staff to develop annual action plans to deliver the desired results.
- ✓ Support and grow member involvement in/on ADPI's standing committees and task force groups.
- ✓ Work collaboratively with other dairy trade association leaders/others for the betterment of the dairy ingredients industry, and actively engage with other industry boards/committees as appropriate.
- ✓ Work collaboratively with the European Whey Products Association (EWPA) on areas of common interest and concern and develop, promote, and manage the International Whey Conference (IWC).
- ✓ Provide strong leadership and support for the development of industry standards for dairy ingredients, a core competency for ADPI®.
- ✓ Engage with international standards developmental bodies as appropriate.
- ✓ Provide leadership, management, development opportunities, and support to ADPI's staff members.
- ✓ Oversee planning and execution of all ADPI® key events i.e., meetings, seminars, forums, conferences, etc.
- ✓ Ensure that the ADPI® Annual Conference continues to be one of the premier "can't miss" meetings in the dairy industry.
- ✓ Recruit, visit and retain ADPI® members, and regularly engage with potential members.
- ✓ Achieve annual operating budget objectives and revenue growth goals as approved by ADPI's Board annually.

The position offers a competitive salary and a comprehensive benefits package. Interested applicants should e-mail a cover letter, resume and salary requirements to: [ksquires@landolakes.com](mailto:ksquires@landolakes.com). All conversations and applications related to this role, will be treated with strict confidentiality.