



POSITION ANNOUNCEMENT & DESCRIPTION
AMERICAN JERSEY CATTLE ASSOCIATION ~ NATIONAL ALL-JERSEY INC.
6486 E. Main St., Reynoldsburg, OH 43068 ~ www.USJersey.com

Title: Executive Secretary, American Jersey Cattle Association (AJCA) & National All-Jersey Inc. (NAJ)

Objective: The Executive Secretary of the AJCA & NAJ serves as the Chief Executive Officer (CEO) for the USJersey Organizations. The CEO provides high-level administrative and operational support to the AJCA and NAJ Boards of Directors, as well as to USJersey department managers, to achieve and advance the goals of the organizations' missions of improving and promoting the Jersey breed and Jersey programs. In addition, the CEO plays an active role in the development and implementation of strategic plans and breed programs and creating relationships with allied industry partners. The CEO has overall responsibility for the management and supervision of USJersey staff.

Location: The AJCA-NAJ Headquarters are located in Reynoldsburg, Ohio. Residence is negotiable.

Reports to: AJCA and NAJ Boards of Directors

Responsibilities:

Key Responsibilities

- Champion the Jersey cow and her value in the domestic and international dairy industry
- Promote and expand AJCA & NAJ programs and services to support members and breeders
- Lead, manage, and develop USJersey staff (35+ employees) across multiple departments and locations
- Develop and execute strategic initiatives to support customers' needs and drive breed growth
- Advocate for Jersey members and breeders with key industry stakeholders, including, but not limited to, the Council on Dairy Cattle Breeding and Purebred Dairy Cattle Association
- Work in coordination with the AJCA-NAJ Treasurer to present accurate and timely financial statements, as well as to develop accurate and fiscally responsible budgets
- Regularly present organizational updates, programs, and strategic initiatives to AJCA-NAJ Boards of Directors, staff, members and allied industry
- Collaborate with allied industry organizations and stakeholders to advance common goals and strengthen partnerships
- Identify, evaluate, and promote emerging technologies and techniques to improve efficiency and enhance services for AJCA & NAJ members and customers
- Guide overall management of company assets and employee benefit programs

Board & Membership Support

- Coordinate communication with AJCA and NAJ Boards of Directors, including virtual and in-person meetings
- Prepare agendas, record minutes, and maintain governance documents

- Assist with compliance related to bylaws, policies, and regulations

Membership Services

- Work with staff to coordinate annual membership voting and meetings and manage membership databases
- Serve as a primary point of contact for membership

Key Qualifications, Skills, & Competencies:

- Bachelor's degree in business, agriculture, or related studies
- Minimum of 10+ years work experience
- 5+ years management experience
- Experience managing or collaborating with remote employees or colleagues
- Strong leadership, collaboration, interpersonal, and oral and written communication skills
- Effective time management and delegation skills
- Familiarity with budgets, financial management, and employee benefit packages
- Proficiency in Zoom, MS Office, and other office technology

Preferred Qualifications:

- Experience in customer-facing roles
- In-depth knowledge of the dairy industry
- Background experience with Jersey cattle
- An understanding of dairy, and specifically Jersey, genetics
- Remote working experience

Working Conditions: A full-time position involving frequent contact and communications with directors, staff, breeders and allied industry. Travel required. Evenings, weekends, and/or holidays are required to carry out responsibilities.

This Position Description in no way states or implies that these are the only duties to be performed by this employee. This person will be required to follow any other reasonable instructions and to perform any other duties requested by the AJCA or NAJ Boards of Directors.

About Us: The American Jersey Cattle Association (AJCA) is the oldest dairy breed association in the United States, formed in 1868 and incorporated in 1880. The role of the organization is to improve and promote the breed of Jersey cattle in the United States and to maintain such records and activities as the Association deems necessary or conducive to the best interests of the breeders of Jersey cattle. Over 140,000 cows in 1,000 herds are enrolled in AJCA programs.

National All-Jersey Inc. (NAJ) and its wholly owned subsidiary, All-Jersey Sales Corporation, promotes Jersey cattle, milk, and dairy products. AJCA and NAJ are governed by their respective boards of directors. The policies, programs, and services of the USJersey organizations are carried out by a joint staff under the direction of the CEO.

Submit your letter of application and résumé to Alan Chittenden, AJCA President (AJCAPresident@usjersey.com) with "AJCA-NAJ CEO" in the Subject Line of the message.

Applications accepted until the position is filled.

March 2026