



Executive Director

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POSITION SUMMARY

The next Executive Director of OMRI will advance the organization's growth and impact on the organic movement. Having expanded in Canada and Mexico in recent years, the next Executive Director will ensure sound processes underscore the vital work performed by the organization. This individual will review OMRI's business model, retain and recruit a high performing staff, and serve as a spokesperson for the organization. Working closely with the Board to implement its strategic vision for OMRI, the Executive Director leads the organization's partnership efforts with other organizations.

RESPONSIBILITIES

Communications and Partnerships

- Represent OMRI in its business relationships with the organic community, government agencies, the media, community organizations, suppliers, competitors, professional organizations and similar groups.
- Oversee strong working relationships with personnel from the USDA National Organic Program (NOP), United States Environmental Protection Agency (EPA), American Association of Feed Control Officials (AAFCO), Association of American Plant Food Control Officials (AAPFCO) and other agencies or organizations as appropriate.
- Oversee robust communication and marketing plan throughout OMRI and the organic community to build and maintain a positive image (e.g., newsletter, press releases, email announcements, informational seminars, and participation in industry conferences/marketing activities).
- Oversee publication of the OMRI newsletter, publications, collateral materials and website content.

Board of Directors and Committee Functions

- Work with Board Chair to coordinate Board activities, committees and meetings and provide minutes for the meetings in a timely manner.
- Communicate regularly and in a timely manner with the Board Chair concerning external and internal issues relating to policy, administration, operations, and strategic planning.
- Compile and submit regular staff reports to the Board.
- Facilitate the work of the Board and its committees by developing resource materials and trainings, providing appropriate information and reports, and assisting committee chairpersons as necessary.
- Assist the Board of Directors with recruitment of new Board members with the skills and expertise needed to further the goals of OMRI.
- Ensure the Board has the opportunity to review public comments prior to their publication.
- Execute all policies/decisions of the Board.

Financial Functions

- Ensure sound financial stewardship for the organization including development of a plan to invest a portion of the organization's healthy reserves to advance its mission and work.
- Serve as the Primary Executive for the purposes of opening, administering, assigning signatories, changing signatories, removing signatories and modifying bank accounts on behalf of OMRI.
- Oversee annual budget development working with the Board Chair and Finance Committee and ensure adequate financial controls and practices.
- Oversee bookkeeping and accounting including regular financial review and reporting to the Board.
- Collaborate/communicate with the finance staff and Board to ensure OMRI's financial stability.

Administrative, Program, and Planning Functions

- Ensure an effective process for planning, implementing, and evaluating short- and long-range goals and objectives for the organization.
- Evaluate the structures, systems and processes used within OMRI to assure optimal delivery of services to the organic community
- Recommend/Implement new policies, programs, and action plans consistent with the vision and strategic plan of the organization.
- Obtain legal advice and/or assistance from outside attorneys on legal issues that arise in the course of OMRI's business.
- Provide final signoff on documents, contracts, government submissions, comments on legislation or regulations published articles, and other OMRI documentation or correspondence.
- Oversee grant writing and fundraising activities
- Oversee certifier and subscriber services.
- Act as a back-up to the Review Program and Quality Director, if necessary.
- Review current practices and processes and initiate development of new ones as necessary to reduce costs, encourage growth and improve efficiency.

Staff and Contractor Management Functions

- Work with the management team to ensure a high-energy environment that leads to a spirit of continuous questioning, innovation and achievement.
- Oversee the human resources function to ensure optimum staffing and utilization of high performing staff, recommending policy changes to benefits, compensation, employment, training and other areas as appropriate.
- Oversee negotiation of contracts with and work of consultants and contractors, except those specifically designated for Board responsibilities, e.g., auditor.
- Oversee grant and contract work including development of work plans and timelines, hiring of contractors, and budgeting.

QUALIFICATIONS

Education and Experience

- Bachelor's degree required. Graduate degree preferred.
- 5 years of successful experience in non-profit management, staff supervision, and fundraising required; experience in organic agriculture preferred.

Skills and Capacities

- In-depth knowledge of the management process, especially as it applies to growth and long-term planning, marketing and promotion.
- Financial/accounting skills sufficient to develop and manage OMRI's budget.
- Effective leadership and organizational skills.
- Credibility and experience to effectively represent OMRI among national and international stakeholders
- Experience navigating complex and often controversial issues and the ability to interact with staff, farmers, manufacturers, certifiers, political leaders, and others from diverse economic, educational, and vocational backgrounds.
- Ability to plan and implement organization-wide activities (setting objectives, developing strategies, budgeting, developing policies and procedures, and organizing the functions necessary to accomplish the activities).

- Skills in staffing effectively; selecting, training and developing employees; directing employees toward desired objectives; delegating, motivating, resolving problems; and overseeing the human resources functions.
- Proficiency with technology (e.g., Word, Excel, internet, email, virtual meeting platforms).
- Effective oral and written communication skills; public speaking experience.
- Existing networks and relationships with stakeholders in the organic community preferred.

ABOUT OMRI

The Organic Materials Review Institute (OMRI), located in Eugene, OR is a 501(c)(3) nonprofit organization providing organic certifiers, growers, manufacturers, and suppliers an independent review of products intended for use in certified organic production, handling, and processing. OMRI reviews input products to determine compliance with the USDA National Organic standards, the Canada Organic Regime (COR) standards and/or Mexican Organic Products Law (LPO). Inputs include products such as fertilizers and pest control products for crop production, livestock feed ingredients and health care products, processing aids and sanitizers, and other materials intended for use in organic production. Compliant products are OMRI Listed® and appear on the OMRI Products Lists©. OMRI also provides subscribers and certifiers guidance and training on the acceptability of material inputs in general under organic standards.

OMRI's mission is to support the growth and trust of the global organic community through expert, independent and transparent verification of input materials, and through education and technical assistance.

OMRI'S VISION

A world where all people trust and rely on organic practices to create healthy food, fiber, soil, water, air, animals and people.

OMRI'S VALUES

Integrity – We uphold integrity, transparency and confidentiality in our review program and operations

Organic – We support and promote organic practices

Service – We offer courteous and timely service to each other and to all of our stakeholders

Balance – We cultivate life/work balance and collaborative communication

Education – We provide professional development for staff and education for stakeholders and consumers

HISTORY

OMRI was founded in 1997 to evaluate materials for use in organic agriculture. At that time, there were more than 40 certifiers who were performing organic certification using various state and private standards.

Following passage of the Organic Foods Production Act in 1990, inputs were initially evaluated under a program developed by California Certified Organic Farmers (CCOF), in cooperation with Oregon Tilth Certified Organic (OTCO), the Organic Trade Association (OTA) and the Organic Crop Improvement Association (OCIA). These groups viewed the development of a single resource specializing in input review and materials evaluation as an important step towards implementing a uniform standard. The Northeast Organic Farmers Association of New Jersey and Florida Organic Growers were among the first certifiers to become subscribers to OMRI.

OMRI began operation in June 1997 with financial backing from CCOF, OTCO, OCIA, OTA, the Organic Farming Research Foundation (OFRF), the Association for Regional Agriculture Building Local Economy, Newman's Own Organics, Whole Foods Market, Smuckers Quality Beverages, and the Humane Society of the United States, as well as many smaller donors.

OMRI used recommendations from an Advisory Council of subject matter experts in organic farming, industry, academia, and the public arena to publish the first *OMRI Generic Materials List*[®] in 1998. Once the standards and policies had been established, OMRI began accepting applications to review products. OMRI reviewed the first OMRI Listed[®] products, and the first *OMRI Products List*[®] (formerly known as the *OMRI Brand Name Products List*) was published in March 1998.

The National Organic Standards (NOS) were published in 2000 in the Federal Register at 7 CFR part 205 and were implemented in October 2002. Today, the NOS and the COR standards for Canada and the LPO standards for Mexico form the basis of OMRI's input reviews.

OMRI produced Technical Advisory Panel (TAP) reports for the National Organic Standards Board (NOSB) from 1999 until 2002. In 2008, OMRI received ISO 65 accreditation from the USDA, and the National Organic Program (NOP) officially permitted certifiers to contract with OMRI for material review. In 2010 the OMRI Products List reached 2,000 products listed for use in organic production, handling and processing. In 2012, the NOP accepted OMRI's blanket proposal to become one of three organizations that are qualified to produce Technical Reports (formerly TAP reports) for the NOSB. OMRI staff complete the research and writing, and members of OMRI's Advisory Council provide peer review and technical advice for the reports. OMRI launched the OMRI Canada program in 2013 to provide review of products for use under Canadian Organic Standards, and in 2020 launched OMRI Mexico program, reviewing products to the Mexican Organic Products Law.

The current staff of OMRI consists of management, program staff, administrative staff, and technical support. OMRI is governed by a Board of Directors and supported by an Advisory Council, Review Panels (for crops, livestock, processing, and COR and LPO products), and contractors.

The OMRI Board of Directors represents a wide variety of stakeholders from the organic industry, including certifiers, suppliers, farmers, processors, and consumer and public interest group representatives. The Organic Trade Association may nominate an individual to serve on the OMRI board, and a representative of the National Organic Program may serve as an *ex officio* member.

REVIEW PANELS

OMRI's External Review Panels consist of individuals selected by the Board of Directors to provide expertise in the review of commercial products used in organic crop, livestock and processing operations. OMRI also maintains an Internal Review Panel of qualified staff members that make final status decisions under specific circumstances. All Review Panels make final decisions for newly applying products and selected products that undergo re-review. The Review Panels also consider certain decision rebuttals and appeals as outlined in the *OMRI Policy Manual*[®].

ADVISORY COUNCIL

Advisory Council (AC) members are selected by the Board of Directors to provide a broad range of expertise and perspectives from throughout the organic community. AC members include farmers, researchers, professional consultants, industry representatives, and others from within the organic community. The AC helps OMRI Staff and Review Panels interpret OMRI policy and standards and makes recommendations to the Board regarding policy and standards development and refinement. AC members may also participate in research and education projects. The Technical Director serves as staff liaison and coordinator to the Advisory Council.



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