
CAFE Director of Operations and Finance

Position Details

Position Information

Posting Number	SP004910P
Position Title	CAFE Director of Operations and Finance
Position Control Number	1742
Suffix Number	00
Location	Off Campus Location - Rupert, Idaho
Division/College	College of Agricultural & Life Sciences
Department	College of Agricultural & Life Sciences
FLSA Status	Exempt
Employee Category	Exempt
Pay Range	\$100,006.40 or higher depending on experience
Type of Appointment	Fiscal Year
FTE	1.0
Full Time/Part Time	Full Time
Posting Context Statement	U of I is proud to address problems of global importance through the Idaho Center for Agriculture, Food and the Environment. The 2,000-cow dairy brings together animal and agronomic agriculture in a research environment representative of Idaho's dairy and allied industries to solve complex issues around environmental sustainability. This role will lead the finance and operating decisions for the dairy and ensure sound operating practices.

Position Overview

The CAFE Director of Operations and Finance oversees total dairy operations including: cows, feed, employees and equipment. It is also the responsibility of the position to monitor the daily activities to ensure quality at all levels.

Duties may include:

- Oversee and manage all daily operations of a growing dairy, including herd health, reproduction, milking, staffing and facility management
- Ensure high standards of animal welfare, operational efficiency, biosecurity and regulatory compliance
- Lead and support a team of dairy staff through effective hiring, scheduling, training and performance oversight
- Manage feed inventories and procurement and make strategic decisions to support production and animal nutrition

- Direct and manage the dairy's financial and operational strategy, including managing budgets and feed procurement, performance tracking, benchmarking against industry standards and ensuring efficient growth, planning and compliance with administrative requirements
- Manage advisory boards and committees and internal and external communications for Idaho CAFE
- Review and improve operating efficiencies by tracking operating policies, metrics, processes, procedures, organizational controls and systems
- Other duties as assigned

Unit Overview

<https://www.uidaho.edu/cals>

Funding

A visa sponsorship is available for the position listed in this vacancy.

Uncertain

Internal Posting?

Position Responsibilities

Make as complete a list of job duties as possible beginning with those, which take the greater percentage of the position's time. If supervising or training others, note the number and types/titles of positions, and whether it is direct or general supervision. **Staff/Professional positions must include at least 3 (three) responsibility areas.**

Function

Lead Fiscal/Business Management by:

Job Duties

- Setting financial and production goals for the dairy
- Analyzing finances to identify strengths and opportunities
- Making sound financial decisions
- Benchmarking dairy performance against similar size farms
- Tracking, analyzing and planning on addressing business changes over time
- Leading the definition, execution and continual refinement of organizational goals to ensure that CAFEs operational and financial objectives are achieved and its strategic plans are implemented
- Helping plan for future business growth and investments, including capital budgets, organizational capacity and project planning
- Determining feed supply agreements/purchases for approval by University Purchasing
- Understanding of analyzing financial statements/reports to assess financial performance of the center
- Monitoring cattle and heifer health, production, reproduction and inventories and ensure budgets are met or exceeded
- Ensuring administrative/office duties are satisfactorily and timely completed and reported as needed (shipping, receiving documentation, etc.)

Estimated Percentage of Effort

50%

Function

Manage Daily Operations and Dairy By:

Job Duties

- Overseeing all aspects of Dairy's day-to-day business operations, property management, and support daily coordination of activities
- Being responsible for all day-to-day operations, including all staff:
 - Milking center
 - Calving facility and maternity barn
 - Trucking/outside/dry cows
 - Hospital
 - Hoof trimming
 - Individual barns
- Ensuring adequate staffing in all assigned departments
- Managing employees, safety, and assessing staff performance
- Monitoring and ensuring the highest animal welfare – zero incidents of abuse
- Overseeing cow and equipment records and ensuring they are kept up to date

- Creating training/education opportunities and follow up for new and current employees
- Monitoring heifer performance at all stages of life
- Reviewing and improving operating efficiencies by tracking operating policies, metrics, processes, procedures, organizational controls and systems
- Maintaining high-quality healthy dairy herds
- Identifying and responding to health, environmental, and nutritional requirements of cows, heifers, and calves when appropriate
- Managing the feed and inventory of the facility
- Ensuring all sanitation procedures are followed
- Being on call 24/7 for animal care

Estimated Percentage of Effort 30%

Function Other Category Responsibilities:

Job Duties

- Managing advisory boards and steering committees:
 - CAFE industry advisory committee
 - Construction committee
 - Business development/staffing plan committee
 - Equipment review committee
- Building the Dairy capacity to sustain the daily operations and to strengthen collaborative projects between CALS units and other colleges on campus
- Acting as a bridge between the Dairy, the research lab and the College Leadership team
- Traveling as needed

Estimated Percentage of Effort 15%

Function Contribute to Team Effort By:

Job Duties

- Performing other duties as assigned

Estimated Percentage of Effort 5%

Position Qualifications

Required Experience

- Five years managing a dairy of comparable or larger size (one thousand head or larger)
- Experience managing crop production and dairy byproduct application
- Experience in a management position overseeing staff
- Experience operating heavy machinery

Required Education

- None

Required Other

- Ability to respond to emergency calls outside business hours, including evenings and weekends
- Possess a valid driver’s license and be able to meet policy requirements for driving university-owned vehicles
- Ability to travel

Additional Preferred

- Bachelor’s Degree in dairy science or agricultural background
- Understanding of basic research principles and design
- Experience hedging commodities to manage risk
- Excellent communication and teamwork abilities

Physical Requirements & Working Conditions

- Ability to lift, carry or otherwise move up to 80 pounds
- Ability to work in inclement weather

Degree Requirement

N/A: No degree requirement

Posting Information**Search Coordinator**

Dayna Willis, Heather Biersner

Action Number

SP008836A

Posting Date

06/17/2025

Closing Date**Open Until Filled**

Yes

Special Instructions to Applicants

Applications received by July 1, 2025, will receive first consideration.

IMPORTANT: To be considered, your "Letter of Qualification" must address EACH of the minimum qualifications, including pertinent education and/or experience. In addition, to improve your ranking during the evaluation process, address as many of the Preferred Qualifications as possible. Information on a resume WILL NOT be accepted as a substitute for submitting a Letter of Qualification.

If you would like to receive a full position description, please email Heather Biersner at hbiersner@uidaho.edu and request that one be sent to you.

Applicant Resources

<https://www.uidaho.edu/human-resources/careers/applicant-resources>

Background Check Statement

Applicants who are selected as final possible candidates must be able to pass a criminal background check.

EEO Statement

The University of Idaho is an equal employment opportunity employer, including veterans and individuals with disabilities.

Quicklink for Posting

<https://uidaho.peopleadmin.com/postings/48522>