

Title: **Manager of Programs**

Reports to: **Sr. Vice President, Member Services & Corporate Relations**

The Agricultural Retailers Association (ARA) represents the companies who serve America's farmers with agronomic inputs and related services. Precision agriculture consulting, precision application of fertilizers and crop protection, recommendations on products and practices, sales and support of plant nutrients, crop protection products and seed, and similar services are offered by agricultural retailers to farmers in the United States by ARA members. Members may be independent family businesses, cooperatives or publicly held companies. ARA's mission is to advocate, influence, educate and provide services to support its members in their quest to maintain a profitable business environment, adapt to a changing world and preserve their freedom to operate.

ARA is looking for a person with a passion for "making the trains run on time" – organizing and executing tasks and projects in multiple areas of the association. Most of the work will be in the administrative area with projects also in membership fulfillment, member services and executing fundraising strategies for ARA's Political Action Committee (ARAPAC). The nature of a small-staff office requires flexibility and willingness to take on other tasks as needed to get the job done.

Primary Responsibilities

Administration (45%)

- Preparation and distribution of invoices for membership renewals, conference sponsorships and other accounts receivable.
- Process all payments in NimbleAMS (ARA's database).
- Track annual acknowledgements of Board Policy documents from board members.
- Meeting preparation, including creation, compilation and distribution of nametags, table tents and other meeting materials.
- Prepare and distribute internal meeting minutes.
- Assist staff with Nimble Association Management Software (AMS) in order to create reports, edit records, and troubleshoot any issues.
- Coordinate, assemble and ship materials for off-site events, membership recruitment, new member onboarding efforts, and other requests.
- Primary data entry and database management for ARA's Customer Relationship Management (CRM) database.
- Annually update and maintain Board Orientation materials.

Member Services (25%)

- Coordinate and manage all details for ARA-hosted webinars with the policy team.
- Assist with developing and executing ARA Member Service programs such as Crisis Preparedness and ENGAGE for Ag Leaders.

ARAPAC (20%)

- Under the supervision of the policy team:
 - o Recruit ARA member employees to join ARA's Leaders of Industry group to become eligible to receive PAC solicitations.
 - o Prepare timely professional solicitations to eligible members for contributions;
 - o Write and collect information for a twice yearly ARAPAC newsletter sent to donors.
 - o Coordinate annual auction item donations, including solicitations, item descriptions, shipping arrangements (to conference and to purchasers), delivery terms, payment processing, and details needed to prepare the auction catalog.
 - o Assist with planning and execution of the Dinner & Auction at the annual conference.

Other Tasks as Assigned (10%)

- Depending on workload of assigned tasks, there are opportunities to take on additional responsibilities that align with the skills of the individual and the needs of ARA.

Qualifications and Essential Skills

- One to two years office experience
- Associate degree minimum
- Excellent organizational and planning skills with an ability to prioritize and meet deadlines
- Detail-oriented and self-motivated
- Enjoys "making all of the pieces fit"
- Strong oral and written communication skills
- Ability to work as a team player in a small office environment
- Commitment to exceptional customer/member service and getting the job done right, on time, and on budget
- Ability to complete administrative tasks with minimal supervision, and to manage multiple tasks simultaneously
- Strong familiarity with Microsoft Office apps, especially Word and Excel
- Ability to travel at least three times per year

Preferred skills/experience:

- PAC or fundraising
- Agricultural knowledge or background
- Salesforce, webinar hosting platforms, and other technology

Compensation

Compensation for the position includes a competitive salary and benefits package commensurate with experience as provided in ARA's Personnel Policy. The expected range of starting compensation is \$60,000-\$70,000 plus benefits. Reasonable travel expenses will be reimbursed as provided in the Personnel Policy, and travel dates will be provided as far in advance as possible. ARA leadership believes in the value of team relationships and collaborations that arise from being together in an office, but ARA does provide a one-day-per-week telework option.

Application

Applicants should provide the following items in electronic format (PDF preferred) by August 23, 2021, to be considered for the position:

- Cover letter
- Resume
- At least two references with contact information

Materials should be sent to info@aradc.org with the subject "Manager of Programs."

Post date: August 6, 2021

Deadline: August 31, 2021