

Title: **Manager, 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. The majority of 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. This is particularly true at ARA's Annual Conference and Expo.

### Primary Responsibilities

#### *Administration (40%)*

- Preparation and distribution of invoices for membership renewals, conference sponsorships and other accounts receivable.
- Track annual acknowledgements of Board Policy documents from board members.
- Preparation of nametags, table tents and other meeting materials.
- Collect and distribute brief notes from weekly staff meetings.
- Become proficient in the processes, customizations and templates ARA uses in its Association Management Software (AMS) in order to create or troubleshoot these functions.

#### *Member Services (30%)*

- Webinar hosting: after ARA's policy staff identifies a speaker and topic, this person will handle scheduling, speaker coordination, work with the Communications team to promote the event, and serve as the online host for ARA member webinars. Host duties can include introductions, transferring presentation rights to and from speakers,

ensuring that callers with background noise are muted, handling Q&A and Chat inquiries, and evaluation and recommendations for ARA's webinar platform.

- Assemble and ship materials for membership recruitment and new member onboarding efforts.
- Assist with developing and executing ARA Member Service programs such as Crisis Preparedness and ENGAGE for Ag Leaders.

#### *ARAPAC (20%)*

- ARA's Political Action Committee (PAC) raises funds from eligible members to support the election campaigns of federal legislators. The Policy Team supervises the fund, and this position would be responsible for ensuring:
  - o Timely professional solicitations to eligible members for contributions;
  - o Recruiting ARA member employees to join our Leaders of Industry group to become eligible to receive PAC solicitations.
  - o Writing and collecting information for a twice yearly ARAPAC newsletter sent to donors.
  - o Follow-up on items pledged to the annual fundraising auction – solicitations, item descriptions, shipping arrangements, delivery terms etc. and preparation of the auction catalog.
  - o Ensure that people who purchase items at the auction and pay for them receive the items they purchased.
  - 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*

- Education – 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" and taking initiative
- Strong oral and written communication skills
- Ability to work as a team player in a fast-paced but intimate small-office environment
- Commitment to exceptional customer/member services 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
- Ability to travel at least three times per year
- Strong familiarity with Microsoft Office apps, especially Word and Excel.

- Agricultural knowledge or experience a bonus
- Experience with Salesforce, webinar or event hosting or fundraising a bonus

### 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 synergies, relationships and collaborations that arise only from being together in an office but ARA does provide a one-day-per-week telework option as described in the Personnel Policy.

### Application

Applicants should provide the following items in electronic format (PDF preferred) by November 1, 2021:

- Cover Letter
- Resume
- List of at least two current references with contact information

Materials should be sent to the following email address:

Agricultural Retailers Association  
ATTN: Manager of Programs applications  
4201 Wilson Blvd. Suite 700  
Arlington, VA 22203  
[info@aradc.org](mailto:info@aradc.org)

Post date: October 20, 2021

Deadline: November 1, 2021