

Title: Administrative Assistant
Reports to: Senior Director, Operations & Events

Snapshot Summary

This position plays a critical role in making sure the “back office” is functioning smoothly and efficiently. You’re the primary data steward for ARA’s Association Management System, the backbone of the entire organization. You prepare and distribute membership renewal invoices, invoices for sponsorships and other accounts receivable. You prepare materials for effective in-person board meetings, assist with member-facing programs like ARA webinars, and support the team in other ways.

You facilitate ARA’s essential membership recruitment and retention functions by assembling and shipping materials for field visits and industry events. Office systems function well because of your care. You will have a chance to grow into other responsibilities consistent with your skills and interests. In a small-staff environment like ARA, everybody gets involved in big projects together.

You will spend about 65% of your time in Administrative work, 25% in Member Services, and the remainder in other duties as assigned.

Work Environment

ARA’s modern office is in the vibrant Ballston neighborhood of Arlington, Virginia, one block from the Ballston Metro station. The office is shared with two aligned organizations, CropLife America and The Fertilizer Institute, and a few other affiliated groups. Co-locating with these organizations allows us to share equipment and meeting facilities and facilitates collaboration and professional friendships among staff of these groups. Several suite-wide activities like celebrating work anniversaries and birthdays together provide a fun environment.

ARA’s small staff complement of 8 people means that everyone’s individual performance is vital to team success. Each person on the team has areas for which they are responsible, and then we join together to execute team projects ranging from communications to the annual conference.

ARA offers assistance with commuting in the form of Metro stipends or parking allowances. The “center of gravity” where everything comes together is the office, but ARA also provides

telework options for team members who prefer a mix of remote and office work. All of ARA's information technology resources are cloud-based for maximum flexibility.

Organization

ARA is a national trade association representing agricultural retailers – companies who provide products and services to crop farmers. These companies can be small or large in size; private family companies, cooperatives, or publicly-traded corporations; and have facilities in all of the 48 contiguous United States. ARA advocates, influences, educates and provides 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's national staff includes 8 full time employees.

Qualifications and Essential Skills

- 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 four times per year

Preferred skills/experience:

- One to two years office experience
- Agricultural knowledge or background
- Experience with Salesforce or other CRM software

Primary Responsibilities

Administration (65%)

- Preparation and distribution of invoices for membership renewals, conference sponsorships, donations and other accounts receivable.
- Process all payments in NimbleAMS (ARA's CRM database).
- Track annual acknowledgements of Board Policy documents from board members.
- Meeting preparation, including booking meeting rooms, arranging meal catering, creation 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.
- Weekly backup of the CRM database.
- Facilitate annual cleanups of ARA digital and paper files.
- Annually update and maintain Board Orientation materials.
- Coordinate receiving and inventory management of ARAPAC auction item donations.
- Represent ARA on office suite-wide joint committees as assigned.

Member Services (25%)

- Assist with executing ARA Member Service programs such as Crisis Preparedness and ENGAGE for Ag Leaders.
- Integrate, create and distribute membership renewal notices the first of every month.
- Follow up on any and all enquires concerning membership, member services and sponsorship.

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.

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 \$58,000-\$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. This is an office-based position. ARA leadership believes in the value of team relationships and collaborations that arise from being together in the office, but ARA does provide a partial telework option.

Application

Applicants should provide the following items in electronic format (PDF preferred) by the Deadline listed below 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 "Administrative Assistant."