



Founded in 1984, the Missouri Dairy Association (MDA), an organization of dairy producers, is committed to promote, protect and enhance the dairy industry by working to insure the profitability of dairy producers.

Job Vacancy: MDA Executive Director/Sales Manager for the Heart of America Dairy Expo

Location: Missouri resident, work remotely

Job Type: Part-Time

Required Education: Bachelor's Degree or Equivalent Experience

Work Environment: Office, some travel required

Essential Duties & Responsibilities:

- * Lead and direct fund raising efforts for all MDA events
- * Provide onsite staff support for all MDA events
- * Develop and distribute invitations and publicity for all MDA events
- * Coordinate marketing & member recruitment efforts with MDA directors
- * Inform prospective and current members about current MDA initiatives
- * Develop strategies to increase membership sales efforts and membership engagement
- * Maintain all official records including minutes and treasury reports
- * Assist auditor with year-end report
- * Represent MDA at various meetings and conferences
- * Maintain working knowledge of dairy and agriculture issues and programs
- * Work with MDA lobbyist on legislative issues
- * Assist with producer education programs and procure speakers
- * Attend Dairy Expos in other states

Skills & Abilities:

- * Confident and enthusiastic
- * Experience in a membership organization a plus
- * Excellent interpersonal skills and ability to create a positive impression of self and association



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- * Self-motivated, independent worker
- * Experience in agriculture a plus

Work Environment/Expectations:

- * Flexible work schedule with ability to work remotely
- * May require some evening or weekend hours
- * Some travel required
- * Must have vehicle or access to reliable transportation
- * May be required to stand for extended periods
- * Job duties that may fall outside of standard job description

The position will remain open until filled.

To Apply: Email a letter of interest and resume to:

Ted Sheppard – teds@fidnet.com

President

Missouri Dairy Association

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