

**POSITION:** Director of Membership Outreach and Engagement

**SUPERVISOR:** Executive Director

**General Description:** This position is responsible for implementation of programs and communications as determined by the Public Policy Committee, Annual Meeting and Trade Show, plus Producer Education and Outreach Committee.

The position may be full or part time employment at the discretion of the Executive Director. Hours are logged on the staff time sheets and submitted at the end of each month to the office accountant.

In addition to implementation of projects designated by committee, this position is responsible recruiting and maintaining investor in the Strategic Investment Program, oversees Allied Industry membership, engaging with SDPPC producer membership, development and coordination of external funding and support and assists with volunteer recruitment for all projects.

**Specific Description:**

Responsible for enrollment, engagement and retention of South Dakota's pork producers in the (SIP) Strategic Investment Program. Collaborate with the National Pork Producers Council (NPPC) on membership enrollment, engagement and retention in the SIP program.

Responsible for generating unrestricted funding for SDPPC. Including but not limited to State Fair food booth and Annual Trade Show.

Identifies and implements new opportunities within the industry to establish a stronger bond with current and prospective stakeholders.

Work with other staff members to recruit volunteers for all SDPPPC events and programs. Encourages increased participation and engagement of SDPPC members and Allied Industry representatives.

Must be able to identify and safeguard confidential information and work with minimal oversight.

Must be self-motivated and willing to travel within South Dakota and a limited amount outside of South Dakota. Willing to work some weekends and evenings when necessary.

Input at staff meetings is important to maintain the team approach. Attendance at weekly staff meetings is mandatory.

Must be a team player and willing to accept other duties as assigned by the Executive Director.

Will act as office receptionist when Director or Operations and Activities is gone or busy. Duties include greeting visitors and initial response to incoming phone calls.

If the Director of Operations and Activities is unavailable this position will help with preparation and mailing of board of director and committee meeting materials. This includes meeting room arrangements, reports, hotel accommodations and meal arrangements for SDPPC events.

**Nature of Contact with Other People:** Within Office - there is frequent contact and work with all staff including the Director of Operations and Activities, Director of Programs and Communications in addition to the Executive Director. Outside Office - there is frequent contact with producers, producer leadership, volunteers, allied industry personnel, NPB and NPPC staff. A requirement will be to use your personal vehicle for travel and meetings as needed. Mileage and expenses will be reimbursed.

**Special Skills Needed:** Must have strong customer service orientation with the ability to reach out to a wide range of individuals including producers, volunteers, business and community leaders and staff. Must have excellent project management skills, ability to delegate appropriate tasks to volunteers and staff, and a track record of meeting deadlines. Must possess interpersonal skills and have an ability to be creative. This position is very public orientated, a good working relationship with producers, volunteers, staff and other industries is essential.

**Previous Experience:** Post-secondary education in agriculture or public relations preferred. Experience in relationship management preferred but not required. Must have a basic knowledge of the pork industry.

**Other Remarks:** The position requires enthusiasm, the ability to work well with others, with other staff members and with volunteers.