



Northeast Dairy Producers Association, Inc.

PO Box 133 ☐ Geneseo, NY 14454

info@nedpa.org ☐ 585.237.8894

www.nedpa.org

## **Director of Member Services and Industry Relations**

### **POSITION DESCRIPTION**

The Northeast Dairy Producers Association (NEDPA) seeks an ambitious, creative, self-starter for the new position of Director of Member Services and Industry Relations. Excellent written, verbal and electronic communication skills are required, along with an understanding of and passion for the dairy industry. This individual will work with farm members, industry partners, and assist in community relations bridging the communication gap about modern dairy industry practices such as nutrient management, animal well-being, and worker well-being.

The Director of Member Services and Industry Relations is a full-time, salaried position. The selected successful candidate will work from a home office and under direct supervision of the Executive Director and with council from the NEDPA Board of Directors. The successful candidate must possess excellent organizational and time management skills, be capable of planning his/her own full-time schedule, and be disciplined to identify and complete tasks necessary to fulfill the responsibilities of the position.

The Director of Member Services and Industry Relations will be responsible for becoming familiar with and staying current on dairy industry challenges, and taking a creative approach to helping NEDPA members address them.

The NEDPA Director of Member Services and Industry Relations will work on issues and challenges that have direct on-farm impact and respond to member questions and needs concerning those issues and challenges. The successful candidate will source information and tools to help members stay informed and in compliance with industry issues, laws and regulations, as well as create resources where there is a need.

The NEDPA Director of Member Services and Industry Relations will work with member farms in coordinating community outreach on issues. This may involve coaching members on messaging, speaking on behalf of members at public meetings, or responding to media attention on an issue.

The position will require travel, primarily within New York State. Farm visits will be required, both to serve current member farms and to recruit new members. The NEDPA Director of Member Services

and Industry Relations will be expected to attend NEDPA Board Meetings and member meetings, NEDPA and industry events, and to represent NEDPA on certain committees and work groups.

The NEDPA Director of Member Services and Industry Relations will also be responsible for the following:

- Regular communication with Executive Director, Board of Directors and members
- Coordinate the annual membership renewal drive
- Recruit new farm members and business and industry members
- Maintain membership lists and contact information
- Share responsibility of updating the NEDPA website
- Plan and organize some of NEDPA's meetings and events. Help create and gather handouts and materials for meetings and events.
- Maintain and update NEDPA's social media presence
- Write a column for each of NEDPA's quarterly newsletters and work with Executive Director and Newsletter Editor to prioritize and source newsletter content
- Provide timely updates to be shared with members in E-News
- Submitting monthly expense reports and receipts

Salary and benefits package will be determined based on the successful candidate's relevant experience, education, knowledge and skill set. In addition to compensation, the Director of Member Services and Industry Relations will receive a monthly stipend to support maintenance of their own computer and technology and to subsidize utilities for their home office. The Director of Member Services and Industry Relations must have their own reliable vehicle and will be reimbursed for NEDPA-related mileage according to the IRS standard business mileage rate.

**Interested candidates should email cover letter and resume:**

**[janice@nedpa.org](mailto:janice@nedpa.org)**