

Partnership for Progressive Agriculture Executive Coordinator Job Description

Position Summary:

The Executive Coordinator for the Partnership for Progressive Agriculture (PPA) provides leadership, marketing, member recruitment and sales support to meet the mission of the organization. This role is responsible for the organization's operations, programming and financial success with primary responsibilities including planning, organizing and coordinating programs and events; fundraising and securing additional funding resources; and serving as the primary PR/Communications resource for the PPA.

The Executive Coordinator is a member of the PPA leadership group, and work is performed under the direction of the PPA Chair and members of the Executive Committee. This position requires a flexible work schedule, with periodic work or events on the weekends or evenings.

Primary Responsibilities:

The Executive Coordinator will provide leadership for PPA programs and initiatives with organization, communication and motivation. Primary responsibilities of the position include:

- a) Build and maintain effective and communicative relationships with key partner members. Work to coordinate and secure funding through memberships both current and new, sponsorships, and other revenue sources.
- b) Coordinate PPA activities including, but not limited to, the Farm City Dinner, June Dairy Breakfast, the Ag Adventure Tent at the Wisconsin Valley Fair, membership activities and On the Move program.
- c) Serve as the PPA primary spokesperson through effective interactions with internal and external customers to answer questions, provide information and assistance, and respond to concerns in a pleasant and professional manner including any and all administrative tasks including, but not limited to, paying invoices, mailing invoices, organizing and maintaining files etc.
- d) Grow PPA revenue through prospecting and executing membership sales.
- e) Research, apply and secure alternative funding sources and sponsorships.
- f) Attend and assist all PPA board and committee meetings and events. Responsible for events set-up, execution and wrap-up.
- g) Responsible for taking and maintaining minutes/notes of all committee meetings.
- h) Develop, plan, coordinate and conduct other activities designed to address the needs of agribusiness and agriculture education in the county/region.
- i) Create, market, distribute, and communicate PPA information and promote events via social media, website, newsletters, and other appropriate communication channels to members, subscribers and external audiences.
- j) Oversee and supervise the Ag Intern position and ensure responsibilities of the intern position are successfully executed.

Required Qualifications:

- Dependable, self-starter with a positive attitude and strong organizational skills. Ability to work with little supervision and manage the flexibility to adapt to constantly changing routines and situations.
- Ability to prioritize, organize, coordinate and communicate to successfully achieve goals and execute initiatives and programs with multiple projects happening simultaneously.
- Highly motivated and goals driven with a successful history of securing funding and growing revenue.
- Excellent written, verbal, and interpersonal skills, including comfortable with public speaking.
- Critical thinker with problem-solving skills and the ability to make decisions, including in stressful or high-pressure situations.
- Proven history of successfully leading committee work and/or team projects, with ability to maintain positive relationships while working with a vast array of personalities and abilities.

Preferred Education, Experience and Skills:

- Background or experience in agriculture and/or a degree in agriculture, communications, marketing or sales preferred.
- Previous office administration and/or sales experience.
- Proficient computer skills with working knowledge of basic office programs, as well as publishing or design software.
- Must possess a valid driver's license.

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