



Minnesota Dairy Initiative

# Minnesota Dairy Initiative

Established to Energize a Healthy and Vibrant Dairy Industry in Minnesota

## Job Description for State Director

**Job Title:** State Director

**Job Type:** Part-Time to Full-Time

**Reports To:** Minnesota Dairy Initiative State Board of Directors' Executive Committee

### Program Summary

Mission: Help existing, potential, and transitioning dairy producers succeed through team-based on-farm education, provision of resources, and networking.

The Minnesota Dairy Initiative is a producer-led initiative that coordinates a comprehensive approach using teams of industry professionals and peers. The use of a team approach provides greater insight into a dairy farm business' decision-making process, resulting in a customized, flexible approach to improve profitability, enhance performance, and greater opportunities.

The MDI State Director position coordinates statewide programming and leads the team of Program Coordinators to provide services to Minnesota dairy farms. The State Director organizes training, educational programs, and outreach to strategic partners and organizations. This position implements the strategic plan and reports to the MDI State Board of Directors' Executive Committee.

### Essential Duties and Responsibilities

*75-100% Time (Negotiable)*

1. Organization Mission and Strategy: Work with the State Board of Directors and staff to ensure that the mission and strategic plan is fulfilled through programs, adequately staffed teams, and collaboration.
  - a. Report to and work closely with the State Board of Directors to implement program and organizational decisions and to conduct planning
  - b. Communicate goals and direction with region advisory boards and partners as set forth by the MDI State Board of Directors
  - c. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance MDI's mission.
2. Organization Operations: Ensure that the operations of the organization are kept in order and implemented.
  - a. Prepare the annual state grant application and submit to the administrator of the grant
  - b. Implement the grant with the assistance of Program Coordinators to achieve agreed-upon goals
  - c. Prepare the annual year-end report and submit to the administrator of the grant
  - d. Explore additional funding sources
  - e. Develop MDI relevant education and training programs for dairy producers, Program Coordinators, farm team members, and advisory boards
  - f. Create and implement Program Coordinator professional development/training plan
  - g. Provide leadership and supervision to MDI Program Coordinators and non-MDI volunteer team leaders
  - h. Recruit, screen, and hire Program Coordinators as needed in cooperation with the region advisory boards
  - i. Coordinate employee reviews and evaluations with the assistance of region advisory boards
  - j. Direct marketing and public communication efforts
  - k. Attend MDI State Board of Directors meetings and provide materials as requested
  - l. Ensure adherence to the organization's established policies and procedures

- m. Assist and support Program Coordinators in the assignment of newly enrolled farms, farm team meetings, and professional development opportunities
3. Farm Team Management: Coordinating a small number of farms teams
  - a. Prepare for farm meetings by helping organize a farm's team, create meeting agendas, contact team members, and set meeting dates/times/locations
  - b. Record meeting minutes and facilitate team meetings
  - c. Prepare follow up from the farm's team meeting by providing and distributing written meeting minutes and resources to the farm team
4. Other duties that may be assigned in cooperation with the State Board of Directors

### **Competencies**

To perform the job successfully, an individual should possess the following education, competencies, and experiences.

1. Ability to work independently with minimal daily supervision
2. Post-secondary education in agriculture, dairy science, animal science, ag business, or related fields
3. Experience in planning, organizing, providing leadership, appointment scheduling, and supervision
4. Dairy production or dairy business experience
5. Computer proficiency and experience with spreadsheets, presentation, and word processing software
6. A commitment to MDI's mission to improve Minnesota's dairy industry and improved quality of life for dairy farm families

### **Employment Conditions and Pay**

The position will require travel throughout Minnesota, so a reliable vehicle and a good driving record are necessary. Overnight stays should be minimal but expected when needed. Mileage is reimbursed at the IRS rate for business travel; other necessary costs of business are reimbursed by MDI.

Location is home based.

Compensation is negotiable based on training and experience.

### **Inquires**

Individuals interested in applying for this position should send resumé, cover letter, and references by November 1 electronically to:

Jim Salfer

[salfe001@umn.edu](mailto:salfe001@umn.edu)

612-360-4506

[www.mn-dairy-initiative.org](http://www.mn-dairy-initiative.org)