



The Missouri Corn Growers Association (MCGA) and Missouri Corn Merchandising Council (MCMC) are seeking a dedicated, hard-working individual with strong attention to detail, and the ability to multi-task, to serve as the Membership Manager.

JOB DESCRIPTION

The Membership Manager will be responsible for maintenance and management of the membership database; support membership programs; assist in the coordination and execution of membership events; assist with office management responsibilities. This individual will be under the direction of the Director of Grower Engagement. Position will be based in Jefferson City, Mo., and will require up to 15 percent travel. Competitive salary and benefits package offered.

DUTIES AND RESPONSIBILITIES

- Manage customized membership database, including processing memberships, handling invoicing, updating contact information, running reports for various programs, etc.;
- Work in conjunction with National Corn Growers Association (NCGA) to ensure membership information is accurate and updated;
- Reconcile membership finances between MCGA and NCGA;
- Assist in the planning and execution of membership events; including golf tournaments, clay shoot tournaments, Missouri State Fair, and winter grower meetings;
- Inventory, purchasing, and troubleshooting technology for staff and board, including, but not limited to, computers, iPads, and cell phones;
- Assist with day-to-day office duties; including, but not limited to, answering phones, opening and distributing mail, purchasing office supplies, etc.;
- Perform other duties as requested.

REQUIREMENTS

Education: Bachelor's degree in business management or three years experience in a related field.

Skills:

- Excellent customer service skills and high level of professionalism;
- Ability to think strategically, creatively, and take initiative;
- Strong attention to detail;
- Excellent verbal and written communication skills;
- Computer skills, including but not limited to, Microsoft Word, PowerPoint, Excel, Internet
- Ability to maintain confidentiality;
- Ability to project a positive image of Missouri Corn programs and relate effectively with all segments of the industry;
- Ability to effectively present information and respond to questions from farmers, members, and the general public.

SUBMIT COVER LETTER AND RESUME BY APRIL 10, 2020

Missouri Corn

Attn: Membership Manager

3118 Emerald Lane

Jefferson City, MO 65109

or via email: kmarshall@mocorn.org

MCMC was formed in 1984 with the passage of a corn checkoff and is dedicated to market development, research and education. MCGA is a grassroots organization of more than 2,000 members dedicated to increasing the profitability of corn production through sound policies, market development, and involvement in the political process.