



Minnesota **HOLSTEIN ASSOCIATION**

P.O. Box 475, Plainview MN 55964
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Job Description

Job Title: Business Manager
Type: Part Time
Category: Home office/Travel

Salary or Hourly: Salary
Reports to: MHA Board of Directors

Major Function:

The successful candidate will be responsible for the execution of tasks and events for the Minnesota Holstein Association in accordance with their mission. Tasks will be completed at the direction, and with the cooperation of, respective committees and board members as well as other staff. They will be responsible for ensuring the efficiency of business operations as well as setting strategic goals for the future. The position will report to the Board of Directors.

Major Duties & Responsibilities:

- Serve as the main point of contact for members, board members, and others for the Association.
- Provide leadership in developing programs, organization and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Communicate with the Board of Directors to keep them fully informed on the condition of the organization and relevant factors influencing it.
- Establish and maintain working relationships with vendors, sponsors, members and other associations with an external presence.
- Work collaboratively with the Marketing Manager and intern when applicable.
- Work with the staff, Finance Committee, and the board in preparing the yearly budget and ensure the organization operates within budget guidelines.
- Deliver monthly financial reports to the Finance Committee.
- Provide detailed invoices for approval by the finance chair or an executive director before payments are issued.
- Maintain an accurate and thorough membership list for use in disbursement of marketing materials and information when needed. This also includes coordinating yearly membership drives.
- Provide administrative support and leadership for the many events hosted by Minnesota Holstein Association including meetings, seminars, shows, and others.
- Maintain office manuals, standard operating procedures, files and documents as well as archival documentation.
- Responsibly manage the finances of the association with the Finance Committee and Board
- Respond to MN Holstein members, board members and other affiliates via phone and email in a prompt

manner.

- Some travel and overnights required for representing the Association at events.
- Ensure that the company has adequate and suitable resources to complete its activities (e.g. people, material, equipment etc.)
- Always adhere to legal rules and guidelines

Preferred Knowledge:

- Excellent communication skills, organization, and time-management practices.
- Strong oral and written communications skills with experience interacting with members or customers directly.
- Ability to multitask along with strong prioritization skills
- Excellent financial management and budgeting skills
- Basic knowledge of Quickbooks
- Ability to work with a diverse group of people
- Strong analytical and decision-making skills
- Individual must be detailed oriented, quality focused and work well in a team environment.
- Excellent knowledge of MS Office, databases and information system

To apply, please send your completed cover letter, resume, and references to minnesotaholstein@gmail.com by February 23, 2024.