

Job title	<i>Manager, South Dakota Hereford Association</i>
Reports to	<i>South Dakota Hereford Association Board of Directors</i>

Job purpose

The Manager of the South Dakota Hereford Association provides day-to-day operations and financial accountability to this membership organization. The manager is the only paid staff and reports to a volunteer board. In addition to managing the organization's finances, planning and executing events, the manager acts as a representative of the organization.

Duties and responsibilities

Finance & Accounting

- Manage \$100,000-150,000 budget
- Track and invoice yearly membership dues
- Maintain and increase yearly membership
- Make regular deposits and pay bills in timely manner
- Coordinate the John Leibel Memorial Scholarship applications and award
- Biennial Tour Booklet
 - Ad Sales
 - Budget management
- DakotaFest Management
 - Meal ticket sales for SDHA booth
 - Inventory management, purchasing and billing
 - Coordinate vendors
 - Post-show billing and collections

Event Management

- DakotaFest SDHA booth and concessions
- SD State Fair Junior Specials
- Excellence Sale Futurity Show
- Annual Meeting & Banquet in Brookings, SD
- Biennial South Dakota Hereford Tour
- Assist with Junior Field Days and Summer Spotlight
- SD Excellence Sale
- Watertown Farm Show

Represent the SD Hereford Association at events and meetings including, but not limited to

- National Western Stock Show in Denver, CO
- American Hereford Association Annual Meeting in Kansas City, MO
- SDHA Member Bull Sales

Qualifications

Qualifications include:

- Enthusiasm for the Hereford Breed
- Experience with livestock
- Background in bookkeeping, finance or accounting
- Experience with large-scale event planning e.g. 190 guests at the 2017 award banquet
- Adaptability with various work environments
- Excellent communication skills

Required:

- Financial management software e.g. QuickBooks
- Personal computer with internet access
- Proficient in email communication
- Cell phone

Working conditions

Managing the SDHA involves 65% travel covering evenings and weekends and working outdoors. Office coordination and financial management may be done from a home office. Manager is responsible for hauling and storing grills and DakotaFest supplies. Access to pickup and storage recommended.

Physical requirements

Applicants must be able to lift a minimum of 50 lbs.

Direct reports

The SDHA manager has no direct supervisory responsibilities.

Approved by:	
Date approved:	
Reviewed:	