



South Dakota Hereford Association Manager Job Opening

To Apply: Email your resume and cover letter to Allie Jensen, at allie@verityag.co

Deadline to Apply: April 18, 2025 at 11:59PM CST to be considered

Target Start Date: June 1, 2025

The South Dakota Hereford Association (SDHA) is seeking to fill the Manager role. The Manager should have a passion for the organization and coordination of events and shows.

This is an independent contractor position, where the individual will be responsible to complete their work as it pertains to their roles and responsibilities, rather than guarantee the number of hours worked. The role is remote position, aside from event attendance.

Manager Role

Duties & Responsibilities:

- Coordinate SDHA shows: Special Show, Futurity Show, Carcass Contest, SD State Fair Open Show
- Serve as the Sale Manager for the SD Excellence Sale
- Plan and coordinate the SDHA Annual Meeting & Banquet in Brookings, SD
- Plan and coordinate the Biannual South Dakota Hereford Tour
- Plan and coordinate DakotaFest booth
- Communicate with membership, via mail, newsletters, email, phone and social media
- Develop social media content to promote events and activities
- Represent SDHA at all SDHA events

Qualifications:

- Exemplary organizational, multitasking, problem solving and interpersonal skills
- Proficient in communications and social media promotion
- Ability to set and meet deadlines
- Enthusiasm for the Hereford Breed and experience with livestock
- Experience with large-scale event planning
- Adaptability with various work environments
- Uncompromising integrity

Requirements:

- 5% travel time
- Personal computer with internet access
- Cell phone
- Applicants must be able to lift a minimum of 50 lbs