



# Minnesota Holstein Association

## 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:**

Reporting to the Board of Directors, the Business Manager will be responsible for creating financial transactions and create financial reports from that information. They will also have the operational responsibility for staff, committees, events and the execution of the mission of the Minnesota Holstein Association.

### **Major Duties & Responsibilities:**

- Provide leadership in developing program, 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 all important factors influencing it.
- Serve as the direct line to each committee, seek and build board involvement with strategic direction to execute all events and programs of the Junior and Adult Holstein Association while tracking the success of each.
- Coordinate all events and programs for the Association and ensuring each are profitable.
- Establish sound working relationships with vendors, sponsors, members and other associations with an external presence.
- Hire, train and work with the intern as needed
- 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.
- Travel around the state of Minnesota, some nights and weekends required, to lead Association events and programs, attend annual member meetings and more.
- Maintain and update membership database to ensure accurate information is entered timely.
- Compile membership spreadsheets for the National Holstein Association and complete necessary membership reports as needed. This includes sending routine membership reports to each club within Minnesota Holstein Association.
- Compile membership packets and work with the Marketing Manager to identify and develop membership recruitment and retention collateral materials (including membership directory).
- Work with the Marketing Manager to ensure they have an accurate membership list to effectively send out marketing materials to our members.
- Lead event planning of conventions, shows, meetings, all of which may involve travel and attendance at after-hours functions in order to assist the staff for set-up and tear down at events.



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- With the guidance of the State Show Committee Chair, make arrangements for the MN State Show judge, including contractual agreements, flight (if applicable) and hotel arrangements.
- Maintain office manuals, standard operating procedures, files and documents as well as archival documentation.
- Oversee budget and monitor financials. Duties include creating and mailing invoices, monitoring accounts receivables and accounts payable.
- Identify guest speakers, arrange for appearances and assist with exhibits in order to build awareness and enhance the brand of the Minnesota Holstein Association.
- Travel and attendance at events, some after-hours, will be required in order to promote the Association and build strong relations within our membership.
- Keep the subscription list current, adding new members' names and deleting where necessary, as soon as possible. Send subscription remittances for deposits on a timely basis. Send renewal notices to subscribers.
- Respond to MN Holstein members, board members and other affiliates via phone and email in a prompt manner.

## **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 handle multiple tasks at one time with strong prioritization skills
- Excellent financial management and budgeting skills
- Ability to work with a diverse group of people
- Demonstrate process management skills with the ability to look for process improvements
- Good analytical and decision-making skills
- Strong knowledge of PC operating systems.
- Individual must be detailed oriented, quality focused and work well in a team environment.