



Preserve, enhance and expand the quality and quantity of grazing lands in Minnesota to enhance profitability

Coordinator Grazing Lands Conservation Association

The Grazing Lands Conservation Association (GLCA) is accepting applications for the full-time position of Coordinator. The GLCA is producer driven and has a mission to preserve, enhance and expand the quality and quantity of grazing lands in Minnesota to enhance profitability. The GLCA is led by an elected board, made up of Minnesota agriculture producers across the state. The goal of the GLCA is to educate and provide outreach to agriculture producers across the state of Minnesota. The incumbent will be responsible for providing leadership and coordination of the GLCA. The position location is negotiable within the state of Minnesota.

Qualifications

Minimum Qualifications

The applicant must possess experience with agriculture and/or conservation, financial planning, grant writing, marketing, and administrative duties. Candidates must have excellent written and oral communication skills. Must have a valid driver's license.

Preferred Qualifications

Candidates should have five years of experience with business administration, accounting, finance, management, agriculture and/or conservation. They should also possess a minimum of a A.A. or a B.S. degree in business administration, economics, finance, management, agriculture, conservation, or related field. Candidates having experience with conservation grazing, different soil health practices (cover crops, no-till, crop rotations, and others) and their effects on the Minnesota landscape are encouraged. Applicants should have a working knowledge of the different state and federal programs available for producers related to soil health. Familiarity with the Minnesota landscape, local environmental issues, and different stakeholders across the state is recommended.

Duties and Responsibilities

- Responsible for assisting the MN GLCA in a manner that supports and guides the organization's mission as defined by the board of directors
- Communicates effectively with the board of directors in a timely and accurate manner
- Assists with the creation and implementation of the strategic plan that incorporates a range of strategies including the planning and implementation of goals, finances, social media, and special events
- Work with the board of directors on event budgets, event preparation, as well as going to the events to help set up and clean up
- Lead the education and outreach component of the GLCA such as local events, radio, grazing school, news articles, meetings, interviews, obtaining field videos, website, social media, brochures, fact sheets, giving presentations, and the mentor program
- Responsible for managing trade show appearances



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Duties and Responsibilities Continued

- Keep detailed organization and tracking of members, funding, grants, and finance
- Create and provide board meeting agendas, minutes, and documents to board, members, and upload to the website.
- Create and provide the board with a monthly report of activities and information that would be relevant to improve the GLCA
- Build relationships and work together with state agencies, federal agencies, and NGO's in Minnesota and across the Midwest to implement mission, vision, and goals of the GLCA
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility throughout the State
- Act as the purchasing agent for the GLCA
- Attend training sessions across the state to stay up to date regarding administration, financial management, grant writing as available
- Performs other related duties that the board of directors agrees upon
- Travel is required within Minnesota, with the possibility of out-of-state travel.

Position Status: Full Time

Compensation: Competitive salary

Position Location: Minnesota

To apply Attach a resume & cover letter and email to mark@mnsolhealth.org. Applications will be accepted until Wednesday, November 30.

Email: mark@mnsolhealth.org