

Membership and Government Relations Coordinator

Kansas Wheat Commission seeks a Membership and Government coordinator to be a member of our team.

The Membership and Government Relations Coordinator is responsible for the continual development, growth and management of Kansas Wheat's membership programs and services. The position is responsible for the overall direction of The Kansas Association of Wheat Grower's membership program; legislative and grassroots efforts, including state, national and international legislation and regulations impacting the Kansas wheat industry; prepares and implements leadership development programs; assisting with media calls and other inquiries; maintaining and cultivating organizational relationships of relevance to communicating the organization's mission, vision and goals. The Membership and Government Relations Coordinator may act as official Kansas Wheat representative at trade and municipal conferences and other industry-related events, which may include public speaking and targeted presentations. Position requires after-hours responsibilities and travel

Requirements

- Four-year college degree in agricultural economics, agri-business, ag-communications, or related field is required. An agriculture background is preferred.
- Strong verbal and written communications skills
- Attention to detail
- Experience with Microsoft Office
- Familiarity with the variety of Web applications and social media tools.
- Dependable, personable, team player
- Must be able to promote the organization, services and activities to members, the national media, public, legislators and other interested constituents.
- Must be passionate and a self-motivator.

Core Responsibilities

Membership programs and services

- Develop and implement new programs and services
- Maintain current programs and services
- Be responsive to Association board activities
- Collect and enter renewal and new membership forms
- Actively recruit new members.

Web Site Membership Management

- Maintain online membership database
- Manage distribution of new content alerts to targeted audiences
- Prepares reports and records for leadership, association members, sponsors and producers

Legislation

- Monitors and evaluates state, national, and international legislation and regulations
- Maintain working relationship with public officials
- Provide information needed to develop policy impacting wheat producers

Conference, Webinars, Workshops, Special Events

- Coordinate production and distribution of promotional materials
- Plans and coordinates Kansas Wheat meetings, functions, and exhibits
- Develop and maintain media and industry relationships

Authority and Key Working Relationships

The producer policy specialist reports to the Director of Marketing. The Membership and Government Relations Coordinator works closely with and is guided by the Director of Marketing, CEO, Agricultural Policy Committee and Membership Committee in the implementation of legislative and membership activities.

The position may supervise full or part time staff.

Employer Information

Kansas Wheat is the cooperative agreement between the Kansas Wheat Commission and the Kansas Association of Wheat Growers, joining together as “leaders in the adoption of profitable innovations for wheat.”

The Kansas Wheat Commission is a grower-funded, grower-governed wheat products advocacy organization working to secure the future of Kansas wheat in the global market through international trade, research, export system studies and continually improved varieties of wheat. Its mission is to increase wheat producer productivity and profitability through research, education and domestic and international market development.

The Kansas Association of Wheat Growers is a voluntary member-governed organization representing wheat growers in planning legislation, advising government and international agencies on matters affecting wheat and providing grass-roots leadership to the U.S. wheat industry.

Please send resume, cover letter, and three references to Julie Winsor, Human Resource Specialist, 217 Southwind Place, Manhattan, KS 66503 or jwinsor@kswheat.com by March 15.