



— JOIN US IN —

Empowering Veterans To Thrive IN Agriculture

Immediate Job Opening for posting:

Position: ½ time Executive Director's position with Veterans in Agriculture

10861 Douglas Avenue, Urbandale, Ia. 50322

www.iowafarmerveteran.org

Organization's Description:

Veterans in Agriculture (VIA), a 501(c)(3) Non-Profit, Iowa organization comprised of individuals members from around the state of Iowa who have an interest and a passion for agriculture and helping veterans transition into agricultural production and jobs.

The VIA organization serves all veterans of the U.S. Military, including past and present active duty, Guard, and Reserve members seeking involvement in some aspect of agriculture.

Job Description:

The executive director of the Veterans in Agriculture (VIA) is responsible for the day to day operations of the organization. The nature of the VIA is to assist veterans of all ages find a fulfilling career in agriculture, either in direct production of agriculture products or the career fields which support production agriculture. In fulfilling this mission, the executive director needs to be able to communicate this mission to all levels of involvement from veterans to stakeholders, private companies and government officials.

The job is a ½ time contract position, 20 hours per week, and hours are flexible.

For accountability, we developed an hourly Time/Task worksheet that is required to be submitted to the VIA Chair by 9:00 a.m. the first working day following the weekend of the prior week.

Iowa State University Extension is providing VIA with an office in the Beginning Farmer Center in Urbandale, free of charge. So the executive director is welcome to use that office whenever they want, but working remotely is allowed.

We have a laptop computer and color ink-jet printer for the director's use.

Travel expenses are reimbursed after submission and approval of the board.

Background checks will be completed and references provided upon request.

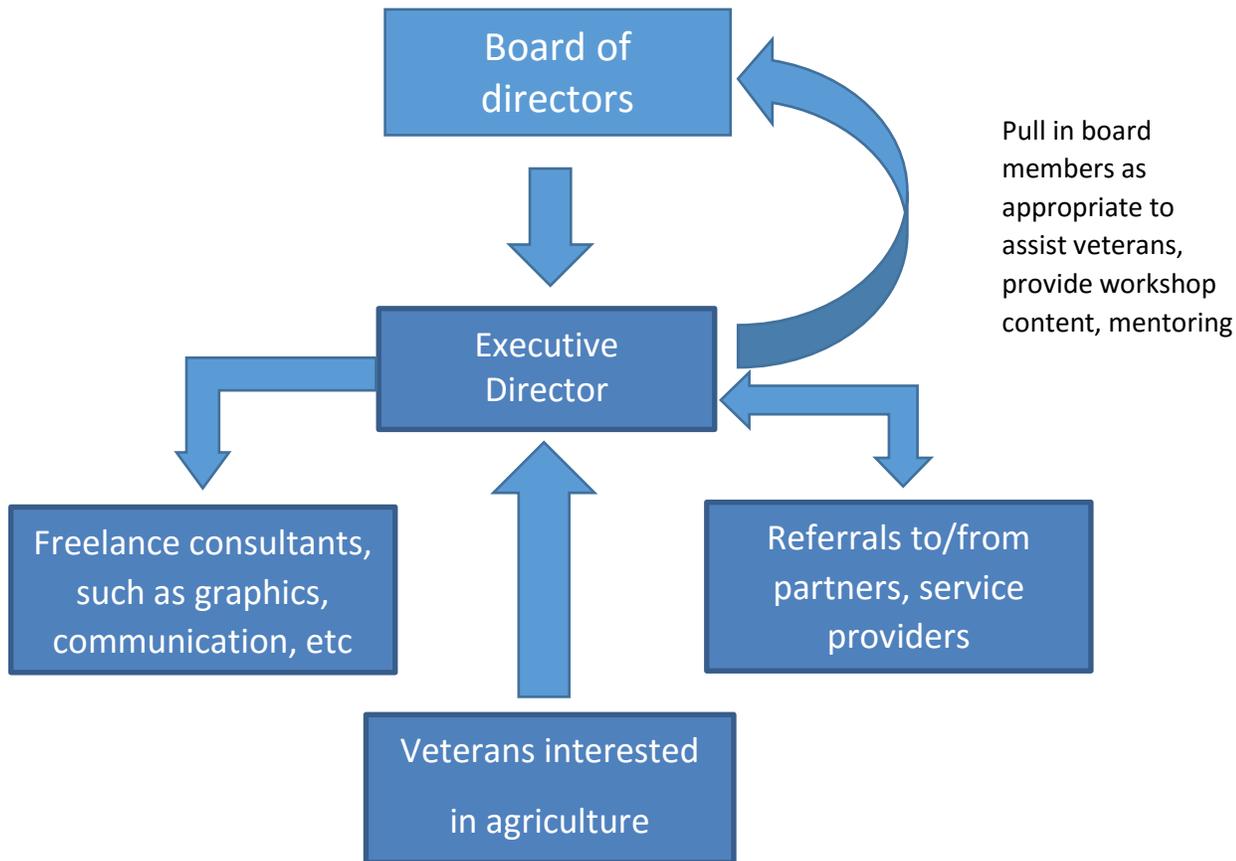
The primary duties of the executive director will include:

- 1) Provide a strong outreach effort to veterans and the general public. This will include:
 - a) Media outreach and coordination.**
 - b) Website and social media management.**
 - c) Speaking engagements, both to potential clients and potential funders;**
 - d) Seminar presentations to veterans, agribusinesses, farmers, agencies, and service-providers.**
 - e) Facilitate and schedule workshops.**
 - f) Provide administration and fundraising reporting and support.****

- 2) Network with potential partner organizations that can provide services and to which we can refer veterans. Thus serve as a case manager to veterans in order to answer questions which may arise in the process of starting or expanding a farming operation. The duty here is not to have the answer to each question, but to be able to put the client in contact with the many partners of the VIA who would have the expertise to answer the question or concern which has been raised and to follow up to ensure veterans are receiving appropriate assistance. Data collection from every contact is required for grant reporting purposes and metrics of success.**

- 3) Serve as the main contact for the Veterans in Agriculture. In this duty, the executive director will strive to make VIA the first point of contact for veterans interested in agriculture in any form, and act as a link between the military, veteran, and agricultural communities.**

- 4) Maintain direct working relationship with the VIA Board of Directors and provide the critical support functions needed by the Board. This will include other reasonable duties as assigned by the Board (set chart below). Director's Report submitted 48 hours prior to monthly VIA board meetings.**



Preferred Qualifications

Veteran preferred, honorable discharge required

Previous non-profit experience

General background and working knowledge of production agricultural practices in the Midwest

Post-secondary degree

Reliable transportation required

Knowledge, Skills, and Abilities

Strong communication skills, both oral and written.

Publishing experience or other marketing related skills.

Ability to work independently and complete given task within a given timeframe.

Working experience with basic computer programs, such as Word and Excel.

Strong interest and dedication to helping veterans be successful.

PLEASE SEND APPLICATIONS TO:

**Veterans in Agriculture, 10861 Douglas Ave., Urbandale, Ia. 50322 or
info@iowafarmerveteran.org**

Veterans in Agriculture, 10861 Douglas Avenue, Urbandale, IA 50322

Telephone: 515-252-7810 or email Info@VeteransInAgriculture.org

Website: www.iowafarmerveteran.org