



Position Title: Development & Executive Assistant	Date Reviewed: 4/9/21
Incumbent:	
Supervisor & Title: AFIA President & CEO	
Date in Position:	

Position Summary:

Provide support for the President & CEO of American Feed Industry Association (AFIA) and the Executive Director of the Institute for Feed Education and Research (IFEEDER) as well as support Board operations and donor stewardship.

Position Responsibilities:

Institute for Feed Education & Research:

- Work closely with the IFEEDER Executive Director in establishing and implementing the overall strategic direction for the foundation.
- Oversee donor gift processing and stewardship, including logging, entering and coding all donations and generating thank you letters. Ensure that donors are acknowledged using timely, effective, appropriate and consistent methods.
- Manage information contained in donor database. Document best practices and enforce rules for data entry. Perform period maintenance to ensure the data is up-to-date.
- Provide ongoing support to the IFEEDER Board of Trustees and deliver reports on fundraising efforts and results.
- Track donor pledges and pledge payments. Send status and annual payment reminders to donors in multi-year pledges. Produce reports on pledge status, payments to date, and write offs for finance department.
- Develop strategies to acquire, cultivate, solicit, renew and upgrade donors.
- Assist the Senior Director of Events with the planning and implementation of donor recognition/cultivation events.
- Manage the preparation of the electronic Board books.
- Work closely with the Marketing and Communications team to develop strategies for development presence in all communications and marketing. Maintain and oversee website.
- Process all acknowledgements for donations received in-house.
- Other tasks as assigned.

President & CEO and IFEEDER Executive Director Support:

- Manage administrative processes for annual activities and events including establishing Standard Operating Procedures and timelines.
- Assist with travel arrangements and calendar coordination.
- Project support.
- Assist with correspondence as needed.

- Handle items in a confidential nature.
- Assist with PowerPoint presentations as needed.

Board of Directors, Executive Committee and Officers Support:

- Manage the Board election process with the Corporate Secretary.
- Assist with the nominating committees for the Board and Executive Committee.
- Manage the Board mentor program.
- Manage the Board committee sponsor program.
- Provide assistance for various task forces as needed including but not limited to communications and follow-up from meetings.
- Manage the preparation of the electronic Board books.
- Maintain all Board and Executive Committee files.
- Support the Board recognition – new members, outgoing chairman etc.
- Provide support for the Board and Executive Committee via communications as required.

Knowledge and Experience:

- Bachelor's degree preferred in related field plus two years' experience or equivalent experience.
- Prior fundraising experience in a nonprofit setting or foundation is strongly preferred.
- Skilled in Adobe Reader and Microsoft Office Suite programs including Word, Outlook, PowerPoint and Excel.
- Experience with membership databases (AMS) such as ACGI.
- Knowledge of WordPress and/or Mura for managing a website.
- Proven verbal and written communications skills.
- Excellent time management, project management and organizational skills.
- Ability to maintain a positive working relationship with colleagues and members.
- Self-motivated and capable of multi-tasking with minimal supervision.
- Detail oriented.
- Superior customer service ethic.
- Handling confidential information.

Interested applicants should send a resume and cover letter to Constance Cullman, President & CEO, AFIA via email at ccullman@afia.org by May 28, 2021.