



JOB DESCRIPTION

Job Title: National Wheat Foundation Project Manager

Date: 11/06/2020

Department: National Wheat Foundation

Job Reports To: CEO of the National Association of Wheat Growers

Employment Type: Contract Position

Job Summary

The National Wheat Foundation (NWF) is looking for a project manager. The position reports to the CEO of the National Association of Wheat Growers (NAWG) and is responsible for the operation of the National Wheat Yield Contest (NWYC) along with the management of the NWF Board of Directors' operations.

National Wheat Yield Contest Director Responsibilities (50%)

- Responsibilities include, but are not limited to, the implementation and execution of the Contest, carrying out communications and promotion of contest in coordination with the National Wheat Foundation/National Association of Wheat Growers (NAWG)'s Director of Communication, interacting with Contest participants, maintaining the Contest website database & technical trouble-shooting, collecting Contest results, promoting awareness of the Contest, determining winning entries of the Contest, announcing the results of the Contest, executing the award & recognition reception at Commodity Classic, and any matters that arise incidental to the Contest.
- In addition, this position is responsible for setting the budget of the Contest based upon the income from entry fees and industry sponsorships. Responsibilities also include soliciting sponsorships from industry stakeholders.
- Chronological order of work involved in managing the Contest:
 1. Oversee website function and system improvement upon business needs prior to launch
 - a. Contest website: www.yieldcontest.wheatfoundation.org
 - b. Manage website developer, Mava Partners
 2. Solicit, secure and manage Contest sponsors
 3. Develop content and coordinate distribution of all communication and promotion materials with NAWG Communications Director.
 - a. Spokesperson for all media, including radio, television and ag press
 4. Manage all incoming email and phone calls from growers, sponsors, and sales reps
 5. Review and improve Contest rules document annually
 - a. Requires approval by NWF Board after legal review
 6. Utilize ad-hoc Contest Committee
 - a. Largely consisting of sponsor representatives and industry agronomists
 7. Manage grain sample kit mailing to all Contest entries
 8. Manage grain samples submitted by growers
 - a. Log samples, verify sample integrity and label, ship to analytical lab
 9. Manage harvest data entry issues experienced by growers



10. Manage analytical lab performing sample analysis
11. Work with NWF's Public Affairs consulting firm on marketing around the Contest
12. Determine National and State winning entries
13. Perform due diligence on eligible winning entries
14. Organize and plan Yield Reception at Commodity Classic
15. Present awards to National Winners at Commodity Classic
16. Assess all harvest and grain sample data. Distribute to industry for further analysis and dissemination

Operations Manager Responsibilities (50%)

- Manage all administrative responsibilities of the Foundation, including drafting an annual budget, invoicing, processing expense reports, administration of board/committee meetings and other duties as assigned
- Manage all Foundation meetings and meeting planning (Board/Committee Meetings, Wheat "105" Congressional reception, Congressional Farm Tour, NWYC Reception)
- Manage all Foundation projects (Minore scholarship, National Wheat Action Plan (NWAP), Farm Journal Foundation, Bayer Leadership Program, Syngenta Leadership At Its Best (LAIB) Program)
 - Create projects in coordination with NWAP Committee geared toward promoting the National Wheat Foundation
 - Regular brainstorming for new Foundation projects
 - Communicate project ideas to Foundation Board of Directors
 - The Bayer Leadership Program (BLP) is a 3-part training program and is housed within and significantly managed by NWF. The Syngenta LAIB program entails NWF securement of participants.
- In coordination with the Foundation Board of Directors, develop and implement 2021 strategic plan
- Manage Foundation communications in coordination with NAWG Director of Communications (Press releases, Website, Blog, Facebook, Twitter)
 - Operations Manager will develop all content but will coordinate dissemination of information with NAWG Director of Communications
- Build and maintain relationships with the Foundation Board of Directors
- Any other Foundation duties as assigned

Qualifications

- Relevant Bachelor's degree, or equivalent combination of education and experience required
- Extensive experience in the agriculture sector
- Background in research, science or another technical field
- Good verbal and written communication aptitude
- Strong interpersonal skills



- Experience using Microsoft Office
- The National Wheat Foundation is based in Washington, D.C.; however, remote work options will be considered.

Compensation

- Contract is negotiable and commensurate with education and experience

Foundation Conformance Statements

- Perform quality work within deadlines with or without direct supervision
- Professionally interact with coworkers, officers, and members of the ag community
- Work effectively as a member of a team
- Work independently while understanding the importance of communicating/coordination with coworkers

Application instructions

- Please email cover letter and resume to NAWGDC@gmail.com with “National Wheat Foundation Project Manager” in the subject line.

NOTE: . NAWG is an equal opportunity employer.