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## International Organic Inspectors Association

PO Box 6

Broadus, MT 59317

(406) 436-2031

Operations Manager

**15th November 2022**

# OVERVIEW

IOIA seeks to fill a new position of Operations Manager. We are the premier training organization for aspiring organic inspectors and the organic inspector profession: a dynamic organization where impact is high with our small but mighty staff team. IOIA staff have access to many benefits in the organic industry including education, networking, and the pride in knowing your work is helping to keep pesticides out of our food and fiber.

Demand for organic is at an all-time high, yet the industry faces challenges to maintaining a well-trained and retained workforce to support growth. IOIA seeks an organized, friendly, initiative taker for our organization to support and improve organizational operations including technology platforms, internal and external-facing communications, programs, and a relentless pursuit of ever-higher impact.

# ESSENTIAL FUNCTIONS

1. Develop membership strategy and other membership support plans as needed
2. Set up internal communication protocols and systems for optimal staff communication (internal)
3. Set up protocols for receiving and responding to inbound communications including phone calls, mail, general emails, and walk-in visitors. Occasional support of international stakeholders may require scheduling adjustments accordingly.
4. Produce monthly digital newsletter including writing copy, layout, and distribution
5. Lead a team to deliver four town hall style membership meetings per year
6. Track financial operations, communicate with accounting professionals and Executive Director to ensure consistent monthly and annual bookkeeping, annual audits, and 990 filing
7. Manage up to two direct reports
8. Work with the Executive Director to develop and implement the annual work plan.
9. Schedule and lead short weekly staff meetings/check-ins. Communicate with staff to solicit input for topics and agenda items beforehand. Take measures to ensure all staff are able to participate effectively and that meetings add value.

# QUALIFICATIONS

IOIA welcomes applicants from all backgrounds. As a means to eliminate implicit bias in our recruiting and hiring practices, we are open to creative and non-traditional equivalencies to all listed qualifications, which should be viewed as a broad starting point and a welcoming first step to hearing your story.

1. Commitment to and interest in organic and the organic movement, or aspiring commitment and enthusiasm
2. Open mind
3. Skill and interest in streamlining and optimizing organizational systems
4. Master’s, Bachelor’s or other degree or certificate in business, industrial-organizational psychology, organizational development, liberal arts, or equivalent on-the-job experience
5. Mission of service to the strive for optimal value and care for members, staff, other stakeholders, and programming in a non-profit context
6. Forecast, monitor, and report on departmental annual budget(s)
7. Familiarity with non-profit governance structures or willingness to learn

# OUR COMMITMENTS TO DIVERSITY, EQUITY, AND INCLUSION

IOIA stands in solidarity with people of all backgrounds and welcomes diverse perspectives. IOIA recognizes that agriculture, organic agriculture, and structures within the American social-industrial complex have historically reinforced institutional racism, discrimination, micro-aggressions, violence, and harm. We want to be part of changing these norms, while recognizing we will make missteps along the way despite good intentions. We are committed to eliminating implicit bias in our recruiting, hiring, and managing of staff, so that people from all backgrounds feel welcome and valued in the recruiting process and on the job.

Applicants who are enthusiastic about this position and willing to grow into it even if they don’t meet every qualification will be considered.

This is a full-time, exempt position based at the IOIA office in Broadus, MT. A part-time, non-exempt position may be considered under certain circumstances. A hybrid work schedule (remote/in-person) may be considered under certain circumstances.

This position may require up to 10% travel.