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## International Organic Inspectors Association

PO Box 6

Broadus, MT 59317

(406) 436-2031

Business Development Director

**15th November 2022**

# OVERVIEW

IOIA seeks to fill a new position of Business Development Director. 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 initiative-taking, charismatic, organized leader for our organization to support the Executive Director, staff, and Board of Directors in testing and establishing new modes of financial growth, securing new partnerships, and a relentless pursuit of ever-higher impact.

# ESSENTIAL FUNCTIONS

1. Develop press strategy and other marketing plans as needed
2. Develop 3-year fundraising strategy
3. Monitor points of contact, forecast growth, track enrollment in fundraising campaigns and trainings, and report progress to Executive Director, Board, and other groups as needed
4. Represent IOIA at industry events
5. Work as part of a team to develop industry calendar of professional development
6. Lead a team to deliver four town hall style membership meetings per year
7. Manage up to two direct reports
8. Work with the Executive Director to develop and implement the annual work plan.
9. (Optional) Serve as proxy for Executive Director and potentially take on Executive Director functions over next 3-5 years as part of IOIA’s long-term talent development strategy

# 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. Leadership capabilities or interest in developing leadership capabilities
4. Master’s, Bachelor’s or other degree or certificate in Agriculture, Sustainable Agriculture, Sustainable Development, or equivalent on-the-job experience
5. Proven track record of non-profit leadership, fundraising, member services, or programming in a non-profit context
6. Forecast, monitor, and report on departmental and organizational annual budgets
7. Familiarity with non-profit governance structures

# 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 position is a full-time or part-time position, based remotely or as a hybrid position, depending on the preference of the individual hired candidate. IOIA is based in Broadus, MT.

This position may require up to 10-20% travel.