



Position Description

Corporate Entity:	GreenSeam LLC.
Job Title:	Program Manager

Position Type:	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Contractor	<input type="checkbox"/> Intern
	<input checked="" type="checkbox"/> Exempt (salaried)	<input type="checkbox"/> Nonexempt	(Hours_____ / week)	

POSITION SUMMARY

The Program Manager will implement agriculture and food business development programs. This position will coordinate committee work in alignment with our mission and strategic goals/objectives. The position focuses on economic development strategies with a focus on talent and promotion of the brand/businesses in our region. Additionally, it will lead volunteer committees, implement programs, build relationships with business leaders, and advocate for agriculture in the region.

PRIMARY ACCOUNTABILITIES

- 1) Serve as the lead point of interaction with the two GreenSeam Committees: Talent Development, Retention & Attraction and Regional Branding & Promotion.
 - Administering and support the committees through facilitation and coordination of programs and meetings.
 - Implementing the programs and tactics set forth by the committees with the engagement of the volunteers.
 - Providing expertise and guidance to the committee or being able to call upon others with the expertise to assist.

- 2) Promote regional economic vitality through:
 - Expanding the reach and connections of GreenSeam both inside and outside the region
 - Managing relationships and business development contacts
 - Engaging in meetings and events
 - Collaborating with GMG and GreenSeam investors

- 3) Market the businesses in the GreenSeam through:
 - Crafting messages on businesses in the region, with facts and highlights related to their successes.
 - Working with the Greater Mankato Growth, Inc. Marketing Team to roll out marketing strategies
 - Connecting with businesses and helping them share what their talent needs are.

- 4) Collaboration with Marketing and Economic Development team members of Greater Mankato Growth, Inc. through:
 - Assisting in the development and execution of GreenSeam strategic plan, goals, and objectives
 - Leading in the development and execution of committee action plans
 - Engaging in GreenSeam special projects

COMPETENCIES (EDUCATION & TALENT)		
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Professional presence Post-secondary degree Minimum of three years of work experience in related field Have a passion and desire to work in agriculture Desire to live and work in the GreenSeam 	<ul style="list-style-type: none"> Work experience with a community-based organization Working with a volunteer-based organization A degree related to ag communication or agribusiness
Experience	<ul style="list-style-type: none"> Worked or interned at an ag business or related business/organization Demonstrated ability in relationship development & management Strong marketing and communication background (written and verbal) Building a professional network 	<ul style="list-style-type: none"> Previous experience in economic development at the city, county, regional, or non-profit level Have managed volunteer committees Understanding of the talent challenges/opportunities in the region
Knowledge	<ul style="list-style-type: none"> Project management Research, compile and manage information Proficiency with office technology and software applications including Microsoft Office products 	<ul style="list-style-type: none"> Understanding of regional economic development marketing Understanding of education and business collaboration. Understanding of ag, food and supply chain Marketing and brand promotion
Skills & Ability	<ul style="list-style-type: none"> Must have a driven mindset Must be a self-starter Ability to create new processes and follow through Strong interpersonal skills Professional communication skills - written and verbal Ability to handle multiple tasks and priorities simultaneously with accuracy and attention to detail Problem solving skills with the ability to deliver quality work in a deadline-driven, multi-faceted environment Ability to travel the region Time management skills 	<ul style="list-style-type: none"> Process and detail focused

JOB CONTEXT	
Reports To:	Director of GreenSeam
Supervises:	N/A
Interaction:	Greater Mankato Growth, Inc. Staff Committee and Board Members Communities in the Region Chambers and Economic Development Professionals in the Region Investing Businesses in the Region

Financial Responsibilities:	Assist in building an annual budget and stay within scope of the annual budget.
Conditions of Service:	Employment eligibility in compliance with U.S. Immigration Reform and Control Act. Travel outside of the office (requires a valid driver's license). Work may require attention/attendance outside of normal office hours (including travel both in and out of state, as well as overnights stays)

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the person responsible for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.