



Job Description

Title:	Marbleseed Conference and Partnerships Manager
Classification:	Exempt (.8-1.0 FTE) – position is FTE flexible
Date:	July 31, 2024
Report To:	Development and Communications Director

Position Summary

This position manages the planning and implementation of the Marbleseed Organic Farming Conference, as well as other Marbleseed events. In addition to project management, this position creates opportunities for deeper sponsorship and partnerships on Marbleseed events, special projects, and the Organic Broadcaster magazine. The Conference and Partnerships Manager is part of the Communications Team. This position requires travel for the Organic Farming Conference each February and other events and meetings approximately six times per year.

Areas of Responsibility

Sponsor and Business Relations

- Maintain familiarity with all partners and returning advertisers, sponsors + exhibitors – focus on building relationships
- Establish and cultivate positive relationships with outside organizations, advertisers, sponsors, and exhibitors
- Seek new opportunities for funding, advertising, and partnerships for Marbleseed, including advertisers for Marbleseed’s quarterly publication, The Organic Broadcaster.
- Work with Development Director and Events Coordinator to identify potential sponsors or exhibitors for other events including annual signature fundraising event

Marbleseed Organic Farming Conference (OFC)

- Manage the planning, organization, and implementation of Marbleseed Organic Farming Conference
- Act as the overall project manager for the Marbleseed Conference
- Manage facility and vendor contracts and act as liaison between vendors and staff
- Work with Development and Communications Director and Communications Manager to create appropriate sponsor benefit packages to attract and retain sponsors
- Manage the application, vetting, and acceptance process for the Exhibit Hall and sponsorship opportunities
- Support the Communications Team in delivering information to the public and throughout the internal team
- Support on-site production
- Facilitate post-conference data collection and reports for staff and board
- Lead spring staff meeting for conference planning

Other Event Management

- Act as liaison between Programs team and Communications team for other Marbleseed events
- Work with Programs team to implement Marbleseed events

Marbleseed is an equal opportunity employer. Marbleseed stands in solidarity with all of the farmers, partner organizations, and community members working toward equity and racial justice.

Essential Knowledge, Skills, and Abilities

- Exceptional communication skills including writing, phone, in-person, and listening.
- Comfortable in a sales environment
- Team player who prioritizes collaboration with others
- Familiarity with creating and adhering to organizational systems
- Time management in order to achieve multiple tasks within established timeframe
- Experience in data management and collection and project management tools
- Strong computer skills including experience using Microsoft Office Suites, Adobe Creative Suite, and database systems.

Compensation & Benefits

Pay is \$52,000-55,000, commensurate with experience. Salary is for 40 hours/week. Position includes benefits and flexible paid time off. The successful candidate will work remotely (computer and office equipment provided) but should reside in the Midwest. A language differential of 6% may be offered for multi-lingual candidates.

How to Apply

Email a letter of interest and resume to: hr@marbleseed.org. Open until the position is filled.

Commitment to Equity and Representation: We believe that representation matters, and a diversity of people, perspectives, and lived experiences makes for a more enriching workplace. Within programmatic work, representation of diverse perspectives informs the creation of activities and education that strengthen farming and food systems across the Midwest. We want to add your perspective, and we strongly encourage applications from those typically underrepresented in farming and agriculture, including Black, Indigenous, and people of color, those who identify as LGBTQIA+, and women.

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