



Agribusiness Manager Position Description

Position Title: Agribusiness Manager
Position Classification: Fulltime/Salary

Position Summary: *The Greater Sioux Falls Chamber of Commerce is seeking an Agribusiness Manager to advance and promote the Sioux Empire as an agricultural center.*

Reporting Relationship: Vice President of Member Relations

Required Skills/Abilities

- Knowledge of the agricultural/livestock show industry.
- Ability to work independently.
- Proficiency in Microsoft Office products and database programs.
- Ability to learn ShoWorks-Fair Management software and Chamber's customer relationship management (CRM) database.
- Excellent written and oral communication skills.
- Excellent interpersonal and customer service skills.
 - Ability to network amongst business community and volunteers.
- Strong organizational and planning skills.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.

Responsibilities & Duties

- Manage the Agribusiness Pillar of the Greater Sioux Falls Chamber of Commerce, ensuring that the Pillar contributes to the overall effectiveness of the organization.
- Plan and execute the Sioux Empire Livestock Show, which takes place in January annually.
- Plan and execute the annual Ag Appreciation Day Luncheon, which is in conjunction with the Sioux Empire Fair.
- Plan and execute the annual National Farmer's Day event, which occurs in October.
- Plan and execute other Agribusiness events, such as the awards banquet and golf outing.
- Manage approximately 200 volunteers to assist with events.
- Develop and manage a detailed budget.
- Work to promote agriculture in the Sioux Falls area through partnerships and collaboration.
- Assist with and attend other Chamber events, as needed.
- Perform duties and assume other responsibilities, as assigned.

Education

- Bachelor's degree preferred.

Physical Requirements

- Ability to work long hours – some nights and weekends.
- Prolonged periods of sitting at a desk and working on a computer, with intermittent walking and climbing stairs.
- Ability to lift 20 pounds, while squatting and/or bending.

To apply, **send résumé with cover letter and three references** to hreader@siouxfalls.com.
No phone calls please. Interviews and selection will begin after August 15, 2022.