

**Biodynamic Farming and Gardening Association**  
**Position Announcement**  
**Director of Operations and Enterprise**  
**July 22, 2013**

**Background**

Biodynamics is a spiritual-ethical-ecological approach to agriculture, food production and nutrition, developed in the early 1920s based on the spiritual insights and practical suggestions of the Austrian writer, educator and social activist Dr. Rudolf Steiner (1861-1925). Today, the biodynamic movement encompasses thousands of successful gardens, farms, vineyards and agricultural operations of all kinds and sizes on all continents.

The [Biodynamic Farming and Gardening Association](#) (BDA) is an association of individuals and groups in North America who are committed to the transformation of the whole food system, from farm to table, and who draw inspiration from the insights of Rudolf Steiner. Founded in 1938, the Biodynamic Farming and Gardening Association is considered to be the oldest alternative agriculture organization in North America.

At this time, the Association is undergoing significant growth and is seeking to add a new position, and a new set of core competencies, to our management team. This position will play a key role in helping us realize our mission and advance our vision of becoming a world class organization with a significant impact on the food and farming landscape in North America.

**Position Summary**

We are seeking an enthusiastic social entrepreneur with a love for the food movement and a background in successful business and/or non-profit management to become part of our core management team. This person will provide leadership in enhancing the long-term financial sustainability of the BDA, design and implement new earned income strategies for the Association, run our membership program, and provide overall financial and administrative oversight for day to day operations. See below for a full job description.

**Qualifications**

We are seeking an exceptional candidate to step into this essential new role at this important time in the life of our organization. Successful candidates will demonstrate:

Strong leadership qualities, including:

- Being warm, personable and positive
- Being a team player who fosters collaboration and cooperation among staff

- Ability to think outside the box, see opportunities and motivate others with a vision
- Ability to work with diverse audiences and stakeholders

Strong organization management skills, including:

- Knowledge and experience with non-profit financial management and sophisticated budgeting processes
- Ability to manage multiple work tasks and goals simultaneously
- Capacity to create efficient administrative and internal communication processes
- Ability to make good hiring decisions and to supervise employees effectively

Social entrepreneurial capacity, including experience with or applicable to:

- Designing and implementing successful membership programs
- Developing e-commerce, electronic and print publishing strategies
- Selling advertising and engaging sponsors

Familiarity with and enthusiasm for the sustainable food and farming movement, and knowledge of or willingness to learn about biodynamic agriculture.

### **Compensation and Benefits**

We strive to create a dynamic, supportive and flexible work environment that can allow each employee to realize their creative potential in their work for the Association. This is a full-time position located at our main office in Milwaukee, Wisconsin. Telecommuting is not an option. Salary will be commensurate with experience and will include opportunities for performance-based bonuses and raises. Benefits at this time include paid vacation, holidays and sick leave and employer contributions toward a flexible health spending account.

### **Application Guidelines, Process and Timeline**

The Biodynamic Farming and Gardening Association is an equal opportunity employer. People of color, people of all sexual orientations and gender identity, and people with disabilities are encouraged to apply.

To apply, please submit a cover letter, resume and three references as PDF attachments with your full name in the file name to [resumes@biodynamics.com](mailto:resumes@biodynamics.com).

Applications will be accepted on a rolling basis, with a priority deadline of August 15. Selected applicants will be contacted for interviews beginning in mid-August until the position is filled. The anticipated hire date is late September 2013. For any questions about the position please email [resumes@biodynamics.com](mailto:resumes@biodynamics.com).

**Biodynamic Farming and Gardening Association**  
**Director of Operations and Enterprise**  
**Job Description**

The Director of Operations and Enterprise will be a key player in helping to realize the mission and strategic plan of the Biodynamic Farming and Gardening Association (BDA), with a special focus on operations and enterprise development. They will report to the Executive Director and will be a member of the core BDA Management Team, together with the Executive Director and the Director of Programs. They will participate in all in-person board meetings and most board conference calls. Key responsibilities for this position include:

**Social Enterprise**

- Work closely with management team and board to enhance the long term financial sustainability of the BDA
- Foster a culture of entrepreneurship in the Association
- Collaborate with other BDA staff to enhance the revenue generation capacity of existing programs, services and products, including membership, conferences and events, the *Biodynamics* journal, book publishing and sales
- Contribute to the development of new programs, services and products that meet the needs of BDA members and stakeholders and contribute to the Association's financial sustainability

**Financial Management**

- Lead management team and staff in the creation of annual budgets
- Gain input and approval of proposed annual budget from the finance committee and board of directors
- Work with staff, finance committee and board to monitor financial performance of the organization
- Develop and oversee financial management and accounting policies and procedures
- Hire and supervise the BDA bookkeeper and accountant
- Oversee and support annual audit process

**Administration, Technology and Human Resources**

- Develop and implement healthy and effective administrative policies, procedures and practices across the organization
- Hire and supervise the Office Manager and Membership Secretary, and any other administrative support staff or contractors

- Ensure the smooth and effective functioning of the BDA's CiviCRM contact database, website, computer and phone systems
- Hire and supervise all IT related contractors and consultants
- Maintain proper insurance for the Association
- Develop and maintain effective hiring practices and ensure compliance with all local, state and federal laws
- Create, revise and monitor personnel policies and employee benefit programs

### **Membership and Affiliation Program**

- Design and implement an effective plan to retain and grow the membership of the Association through individual and organizational memberships
- Insure effective delivery of member services, including the further development of the Biodynamic Directory
- Grow and develop the BDA's new Affiliation Program for local and regional biodynamic groups

### **Conferences and Events**

- Contribute to planning and implementing the BDA's biennial conference and other local, regional and special topic events
- Develop and manage conference and event budgets in collaboration with program staff
- Design sponsorship offerings for conferences and events, build ongoing relationships with sponsors, exhibitors, and advertisers, and consistently grow sponsorship and advertising revenue
- Hire and supervise conference registrar and registration process

### **Publishing and Bookselling**

- Contribute to planning for the future of the *Biodynamics* journal
- Develop and implement a program to significantly increase the number of advertisers and the advertising revenue for the *Biodynamics* journal
- Develop and implement long- and short-term publishing plans for the Association and develop and oversee all partnerships with other publishers
- Oversee all book marketing efforts and the BDA's bookselling partnership with Steiner Books