

**Biodynamic Farming and Gardening Association**  
**Position Announcement**  
**Office Manager and Membership Secretary**  
**August 26, 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.

**Position Summary**

The Office Manager and Membership Secretary is a new full time position in our Milwaukee office, which will provide administrative support to the BDA Management Team, implement our membership program, support our fundraising efforts, and serve as the day to day bookkeeper for the Association. See below for a full job description.

**Qualifications**

We are seeking an exceptional candidate with previous experience as an office manager or bookkeeper. Successful candidates will demonstrate:

- Excellent organizational skills and administrative capacity
- Well rounded bookkeeping knowledge and proficiency with QuickBooks
- Friendly demeanor and positive member and customer service attitude
- Exceptional attention to detail
- Proficiency with computers (MS Word, Excel and internet; familiarity with CRM databases a plus)
- Ability to manage multiple tasks and work independently

**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, 40 hour per week position located at our new main office in Milwaukee, Wisconsin.

Telecommuting is not an option. Pay is commensurate with experience at a nonprofit rate, with opportunities for performance-based 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, send an email with the subject "Office Manager - <Your Name>" to [resumes@biodynamics.com](mailto:resumes@biodynamics.com). Please include all of the following in one PDF attachment with your full name as the file name:

- a cover letter describing why you are interested working with the Biodynamic Association and what strengths you would bring to this position
- your resume
- three references

This position is open until filled, and applications will be reviewed on a rolling basis. All applications received by September 8 will receive full consideration. For any questions about the position please email [resumes@biodynamics.com](mailto:resumes@biodynamics.com).

**Biodynamic Farming and Gardening Association**  
**Office Manager and Membership Secretary**  
**Job Description**

The Office Manager and Membership Secretary is an essential player in the health of the day-to-day operational life of the Biodynamic Association. This position provides office management, administrative support to the BDA Management Team, implements our membership program, supports our fundraising efforts, and serves as the day to day bookkeeper with support from a professional accountant. The position reports to the Director of Operations and Enterprise. Key responsibilities for this position include:

**Reception**

- Open and close the office every day, and be a consistent, warm and helpful presence for staff and visitors
- Answer general inquiry phone line and email address, and respond or route inquiries to appropriate staff
- Manage incoming and outgoing mail

**Administration**

- Provide administrative support to management team as a whole and individual management team members
- Create and maintain appropriate filing system and files
- Secure, monitor and arrange for repairs of all office equipment, furniture and technology
- Monitor and maintain inventory of all necessary office supplies
- Build and maintain good relationships with vendors
- Provide administrative support to the BDA's North American conference during planning process and on-site during conference
- Administer sponsorship, advertising and product sales

**Bookkeeping**

- Conduct all aspects of basic bookkeeping including accounts payable, accounts receivable, payroll and reporting

**Membership and Development**

- Implement membership development and renewal plan, including preparing all renewal and appeal mailings
- Record, process and acknowledge donations
- Update and maintain member and donor database

- Respond to and route member and affiliate questions and inquiries
- Support annual campaign and other fundraising efforts

#### **Board**

- Maintain key board documents
- Assist with logistical planning of board retreats
- Assist with note taking at board retreats