



Position Description

Sponsored Programs Manager

Job type

- Part-time

Location

- Flexible near Twin Cities Metro, must be able to travel frequently to MN State Fairgrounds.

Benefits

- None as part time position.

Reports to

- MLBA Board of Directors

About MLBA

Organized in 1896, the Minnesota Livestock Breeders' Association is an organization composed of 24 of the principle, statewide, livestock associations of all species of livestock: beef cattle, dairy cattle, swine, sheep, draft horses, dairy and meat goats, and poultry. The organization is dedicated to the promotion of the long-term best interests of livestock breeders and producers and to represent them in their common interests.

Over the years, the Association has been active in many important endeavors. In cooperation with the Minnesota Veterinary Medical Association, the MLBA was instrumental in the 1903 creation of the Minnesota Board of Animal Health. Each year at the MLBA Annual Meeting, resolutions on issues of vital concern to livestock producers and breeders are adopted, and these policy positions are distributed and publicized. The MLBA has also initiated a pro-active, positively positioned animal welfare program, and through the Minnesota Forum for Animal Agriculture has gained and stimulated the support of many other agricultural groups.

The MLBA has always paid particular attention to the encouragement and guidance of youth. Numerous livestock programs and projects for Minnesota's youth are conducted and financially supported by the Association. Just a few such examples include financial aid to counties for the purchase of 4-H livestock aids, kits, and materials with which to train project leaders and 4-H

members. Prizes and trophies are presented to 4-H and FFA livestock winners at the Minnesota State Fair. MLBA donates to educational efforts in livestock and poultry programs in 4-H and FFA, and local sales and events that feature breeding and show stock. Scholarships are provided each year to young people who are interested in pursuing college educational careers in livestock and related livestock enterprises. And, of course, there are the Minnesota 4-H Purple Ribbon Auction and the Dairy Showcase which the MLBA has conducted and financially supported at the Minnesota State Fair. Support and management of these two philanthropic projects will be the primary responsibility of the successful candidate.

What you will be doing

PRIMARY DUTIES AND RESPONSIBILITIES:

Sponsored Programs Manager

- Manage income and expenses of the Minnesota 4-H Purple Ribbon Auction and 4-H Dairy Showcase.
- Correspond and coordinate efforts with Secretary/Treasurer of MLBA, MLBA 4-H Purple Ribbon Auction Committee and 4-H Dairy Showcase Committee. Attend MLBA meetings, held three times annually.
- Serve on Executive Committee as a non-voting member of the MLBA 4-H Purple Ribbon Auction & 4-H Dairy Showcase.
- Pay approved sponsorship expenses of the MLBA, MLBA scholarships approved by MLBA Youth Committee, and expenses and scholarships resulting from the MLBA 4-H Purple Ribbon Auction and 4-H Dairy Showcase.
- Schedule and attend meetings of MLBA 4-H Purple Ribbon Auction committee, record and distribute minutes to committee members.
- Attend 4-H Dairy Showcase meetings and take notes as needed to assist.
- Develop financial reports as needed for both the auction and showcase for the MLBA Board and file tax returns for each fiscal year.
- Ensure adherence to 501(c)3 guidelines for the MLBA 4-H Purple Ribbon Auction.
- Develop, prepare, and print promotional materials for fundraising for the 4-H Dairy Showcase.
- Manage mailing lists for sponsorship recruitment for the auction and showcase, work with MN State Fair staff on mailings.
- Arrange required details for the MLBA 4-H Purple Ribbon Auction and related publicity for MN State Fair.
- Manage MN State Fair discount tickets and parking for donors for the MLBA 4-H Purple Ribbon Auction.
- Assist the Budget and Finance Committee in preparing annual budget.

What your background should look like

Required Qualifications

- Demonstrated knowledge of and experience with the registered livestock business
- Bachelor of Science degree or equivalent experience

- Knowledge of bookkeeping processes, including accounts receivable, reconciliations, and account maintenance.
- Computer literacy to support job-related tasks
- Strong communication, organizational, and interpersonal skills
- Valid Driver's License

Preferred Qualifications

- Passion for the MN Livestock Industry
- Experience in managing tax-exempt and not-for-profit organizations
- Experience in fund-raising

Applications

Applications sent by e-mail are preferred and can be submitted to MLBA Secretary, Alyssa O'Sullivan, at alyssa.groskopf@gmail.com. Questions regarding interest in the position or application process can be directed to Alyssa O'Sullivan at the same e-mail address or by phone at (651) 783-6458. Applications must include a statement of interest in the position, a resume, and names and contact information for three professional references. References will only be contacted for candidates who are under final consideration for the position.

To ensure full consideration of your application, please submit all materials by **April 20, 2026**.

Salary

Salary for this part-time position will be negotiated with the successful candidate.

Equal Employment Opportunity

Minnesota Livestock Breeders Association is committed to providing equal employment opportunity without regard to race, color, religion, sex, sexual orientation, gender identity, genetic information, national origin, age, disability, veteran status or membership in any other class protected by federal, state or local law.