

Program Manager

About the Role

Midwest Dairy is seeking a motivated, dynamic, self-starter to serve in the role of Program Manager. Qualified individuals must have experience in project management methodologies, planning techniques, and tools to effectively manage projects and deliver successful outcomes. Candidates should be located within proximity of the St. Paul, MN office as this is a hybrid role.

In this role, you would be responsible for collaborating with Business Unit West, Agricultural Affairs, and Research and Innovation teams to drive efficiency, enhance productivity, and deliver successful program outcomes through strategic partnership and proactive engagement.

Principle Position Responsibilities

- Partner with leaders to strategically manage and prioritize key functions, ensuring efficient execution aligned with departmental goals.
- Collaborate with the team to plan and implement various programs and initiatives in support of the strategic plan.
- Drive the success of virtual and in-person meetings through content development, coordination, and facilitation.
- Oversee logistics for meetings and events, including planning, scheduling, and providing onsite support as needed.
- Prepare and organize materials for meetings, presentations, events, mailings, and printing projects to ensure seamless execution.
- Responsibilities will vary between the two groups and may evolve based on the needs of each team, as determined by department members.
- Manage the Promo Center to equip dairy producers with the resources and tools they need to effectively share their stories and engage with their local communities.
- Administer Promo Center requests via phone calls and website submissions and fulfill requests for materials.
- Maintain online order form and website information.
- Serve as the warehouse liaison.
- Manage inventory of materials and items at the warehouse.
- Coordinate orders with vendors and suppliers.
- Compile, analyze and distribute reports to internal stakeholders.
- Collaborate with Manager, Ag Affairs to evaluate current service and materials, providing recommendations for enhancements and sourcing materials to meet current needs.
- Collaborate with service leaders being liaison with various departments.
- Supports St. Paul building management.

About Us

Midwest Dairy is a non-profit organization striving to achieve the mission of Bringing Dairy to Life for a Better World. Sharing the story of dairy from farm to table is at the heart of everything we do. We are a strengths-based organization where we focus on the contributions of each member of the organization to achieve our goals and objectives. We provide opportunities for team building, volunteer time off, as well as:

- Retirement Savings Match Program
- ICHRA Benefits
- Dental Insurance
- Generous PTO
- Tuition Reimbursement

Salary: \$55,000 – 70,000 annually

To apply, please visit this [link](#).

Midwest Dairy is an equal-opportunity employer. Midwest Dairy does not discriminate against employees or applicants for employment because of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, marital status, status in public assistance, or status as a Vietnam-era veteran.

Midwest Dairy represents 4,000 dairy farm families and works on their behalf to build dairy demand by inspiring consumer confidence in our products and production practices. For more information, visit MidwestDairy.com.