# Job Description – Manager of Membership & Industry Engagement

**Organization:** The Poultry Federation | **Location:** Little Rock, Arkansas
**Position Type:** Full-Time | **Reports To:** TPF's President

## About The Poultry Federation

The Poultry Federation (TPF) is a trade association representing the chicken, turkey, and egg industries in Arkansas, Missouri, and Oklahoma. Through government affairs, industry events, and educational initiatives, TPF works to advance and support one of the region's most important industries. TPF represents leading poultry and egg companies and more than 350 allied member businesses that provide products and services to the industry.

## Position Overview

The Poultry Federation is seeking a motivated, relationship-oriented professional to serve as its Manager of Membership & Industry Engagement. This position will play a key role in strengthening relationships with existing members, recruiting new members, developing sponsorship and advertising opportunities, and supporting industry engagement initiatives.

The ideal candidate is a proactive, organized professional who enjoys building relationships, identifying opportunities, and independently managing projects and responsibilities. Working closely with the President and other TPF staff, this individual will help strengthen membership, expand organizational revenue opportunities, and increase engagement across Arkansas, Missouri, and Oklahoma.

## Key Responsibilities

### Membership Development & Engagement

- Build and maintain relationships with existing members, prospective members, and industry partners.
- Recruit new allied members and support membership retention through regular outreach and engagement.
- Manage prospective member outreach, follow-up, and onboarding.
- Identify opportunities to increase member participation and demonstrate the value of TPF membership.
- Maintain membership information and support the organization's membership management systems.

### Sponsorships & Business Development

- Identify, solicit, and secure sponsorships for TPF conferences, events, and programs.
- Maintain relationships with existing sponsors and develop new sponsorship opportunities.
- Manage newsletter advertising sales and advertiser relationships.

### Industry Events & Engagement

- Support TPF's events through member outreach, sponsorship development, and industry participation.
- Work with industry committees to encourage member engagement and support programming.
- Represent TPF at industry meetings, conferences, and member activities.

### Scholarships & Student Engagement

- Coordinate student engagement initiatives and maintain relationships with universities, colleges, agricultural programs, and trade schools.
- Support scholarship programs and initiatives that connect students with poultry and egg industry professionals.
- Lead fundraising and donor outreach for the Poultry Festival scholarship auction.

### Communications & Member Outreach

- Coordinate with TPF staff and external partners on member communications, newsletters, website updates, and organizational initiatives.
- Support the development of member-focused content, event promotions, and industry communications.

## Qualifications

- Bachelor's degree in agriculture, business, communications, marketing, public relations, or a related field preferred.
- Experience in membership development, business development, sales, fundraising, industry relations, association management, or a related field.
- Strong interpersonal, written, and verbal communication skills.
- Strong organizational skills, attention to detail, and ability to manage multiple projects.
- Ability to work independently, exercise sound judgment, and follow through on commitments.
- Proficiency with common business software and customer relationship management systems.
- Willingness to travel throughout Arkansas, Missouri, and Oklahoma, including occasional overnight travel and evening or weekend events. Valid driver's license required.
- Experience in agriculture, poultry, food production, or trade associations is preferred but not required.

## Why Join The Poultry Federation?

This position offers an opportunity to work closely with leaders across the poultry and egg industries while helping advance an organization with a strong regional presence. The Manager of Membership & Industry Engagement will have meaningful responsibility, direct interaction with industry leaders, and the opportunity to help shape TPF's membership, sponsorship, and industry engagement initiatives.

## Compensation & Benefits

The Poultry Federation offers a competitive salary and benefits package, with compensation commensurate with experience and qualifications.

## Application Instructions

Interested candidates should submit a resume and cover letter to **blake@thepoultryfederation.com**. Applications will be reviewed on a rolling basis until the position is filled.

*The Poultry Federation is an equal opportunity employer.*