



**LEADERSHIP TRAINING MANAGER
IOWA CORN
Johnston, Iowa
www.iowacorn.org**

Position Summary:

This position is responsible for the development and management of effective, efficient and comprehensive leadership training programs for the Iowa Corn Promotion Board and Iowa Corn Growers Association. The position will support the Boards, committees, staff and grassroots organization at all levels in developing and delivering relevant training programs. The incumbent also effectively directs the Association's I LEAD (Iowa Corn Leadership Enhancement and Development Program) and I CAT (Iowa Corn Collegiate Advisory Team) programs. The position will report to Brian Jones, COO of Iowa Corn.

Essential Position Accountabilities:

1. Directs I LEAD and I CAT agricultural leadership development/education programs (including but not limited to recruitment, class selection, program design and delivery). Serves as liaison with class members, graduates, program supporters, internal staff, external promotion, etc.
2. Develops comprehensive leadership training materials and programs for all of Iowa Corn.
3. Develops a three year leadership training plan and schedule for each functional area of the Iowa Corn organization.
4. Identifies relevant third party resources (individuals and programs) that can support the internal training program and coordinates the seamless integration of these resources into the comprehensive Iowa Corn leadership training plan.
5. Responsible for training, coaching and relating to program participants from various agricultural backgrounds including farmers as well as industry professionals.
6. Develop and implement training programs that support the work of the State Boards and Committees of Iowa Corn including, but not limited to media, personality, etiquette, meeting facilitation and customer service training.
7. Develop and implement training programs that support the work requirements and leadership development of Staff including the Management Team, District Field Managers and individual staff functional departments.
8. Develop and implement training programs in coordination with the Director of Grower Services, that support the grassroots structure including the local and district boards in developing training programs that support ICGA membership recruiting and retention efforts.
9. Develop and implement training programs in coordination with the Director of Government Relations that enhance and support ICGA policy development at all levels in the Iowa Corn organization.
10. Additional duties or tasks as directed by the COO or CEO of Iowa Corn.

Knowledge, Skills and Abilities Required:

1. **Education/Experience:** Bachelor's degree (BA) in related field from four-year college or university plus four to six years' related experience and/or training; or equivalent combination of education and experience. Expertise preferred in private enterprise and/or non-profit sector leadership training, education, communications, and organizational development. Ability to manage multi-level projects in a high volume, ever-changing environment. Understanding and awareness of agricultural socio-economic and environmental issues necessary. Experience in creating curriculum. Knowledge of commodity organizations would be a plus including membership programs, legislative issues etc. Travel experience and knowledge of world and national agriculture issues and experience in working with volunteers and grassroots programs would be a plus.
2. **Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedures and training manuals. Ability to effectively present information and respond to questions and facilitate discussion from groups of managers, clients, customers, and the general public. Ability to deliver compelling presentations and programs to enhance the skills of participants. Ability to write memoranda, presentations and reports that conform to style and format, effectively utilizing creative skills.
3. **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
4. **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
5. **Certifications, Licenses, and Other Registrations:** Valid Drivers' License required.
6. **Personal Computer/Office Skills:** Ability to create "table of contents" documents, create and perform various analysis using spreadsheets. Advanced Internet search skills, advanced Word documents skills; advanced knowledge of Publisher, or other desktop publishing software. Ability to create advanced Power Point presentations.
7. **Supervisory Responsibilities:** None
8. **Other Skills and Attributes:** Must possess exemplary writing and verbal communications skills. Ability to work with diverse groups of people. Desire to be a team-player and create programs that represent Iowa Corn, its farmer leaders and the overall goals of the Iowa Corn Growers Association and Iowa Corn Promotion Board.
9. **Ability to Travel:** Ability to travel 10% of time with some overnight stays necessary.

Behavioral Expectations:

1. Represents Iowa Corn positively, professionally, courteously and effectively.
2. Assists or takes on new tasks to help Iowa Corn achieve its mission.
3. Maintains confidentiality regarding personnel and organizational information.
4. Shows sensitivity and respect for the cultural and ethnic diversity of members, staff and other community members and groups.
5. Adheres to Iowa Corn's Code of Ethics at all times.

Compensation:

This is a full-time salaried position with an excellent benefits package and work environment. The position is based in the Iowa Corn office in Johnston, IA.

Search Timeline:

Initial interviews with Iowa Corn will be held on April 15, 17-18.

All inquiries and information will be handled in strict confidence. Interested parties should contact:

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