

# Job Announcement



**Position:** Business Director

**Supervisor:** Executive Director David Gibson

**Salary Range:** Depending on experience and qualifications, with benefits

**Location:** Lubbock, Texas

**Hours Required:** Full time, minimal travel as needed (up to 15 days per year)

## **ORGANIZATION DESCRIPTION**

[Texas Corn Producers \(TCP\)](#) serves the state's corn farmers through two organizations, the Texas Corn Producers Board (TCPB) and the Texas Corn Producers Association (TCPA). TCPB is a statewide board funded by a voluntary checkoff program dedicated to research, education and promotion to further the corn industry in Texas, and to create better marketing opportunities for farmers. TCPA is the advocacy arm of Texas corn farmer representation on both a state and national level. TCPA's mission is to build a strong organizational support system for corn that will represent the interests and concerns of farmers from all regions of Texas.

TCP also contracts work with the [Texas Soybean Board and Association \(TSB\)](#) checkoff and association programs.

## **POSITION SUMMARY**

TCP seeks to hire a full-time Business Director who aspires to apply her/his professional experience in support of the missions and activities of TCP and TSB. This position is responsible for maintaining financial records, ensuring compliance, and providing administrative support, including answering phones, greeting guests, coordinating travel and event logistics, and assisting with facilities management.

## **RESPONSIBILITIES**

- Manage books and audits for TCP and TSB
- Process accounts payable and receivable
- Ensure compliance with Texas Department of Agriculture rules
- Coordinate travel and event registration for staff, board members and volunteers
- Coordinate TCP board meeting planning for facilities, hotels, travel, etc.
- Administrative duties, including greeting visitors and answering phones

## **QUALIFICATIONS AND SKILLS**

- Strong time management and multi-tasking skills
- Organizational abilities
- Interpersonal and relational skills
- Desire to learn and openness to challenge
- Competent in using QuickBooks financial recording and reports
- Proficient in Microsoft Office Suite and database use
- Working knowledge of Apple technology, a plus
- An interest in and passion for agriculture preferred
- Education: Minimum of a bachelor's degree

## **APPLICATION**

Serious applicants should email cover letter, resume and references **by noon on May 8, 2023**, to [info@texascorn.org](mailto:info@texascorn.org).

Texas Corn Producers Board and Corn Producers Association of Texas  
806.763.CORN (2676) phone • 800.647.CORN (2676) toll free • 806.762.2674 fax  
4205 N. Interstate 27 • Lubbock, Texas 79403  
[www.TexasCorn.org](http://www.TexasCorn.org)