Animal Agriculture Alliance
Connect | Engage | Protect

Position Description

Job title	*Coordinator, Membership and Programs*
Location	*Hybrid - the Alliance offers a flexible, predominantly remote working environment. Candidates must live within reasonable commuting distance of Arlington, Va., and be available to work from the Alliance office or attend meetings and events in the Washington, D.C. area approximately twice per month, with additional in-person attendance as needed.*

Job purpose

The coordinator, membership and programs supports the Animal Agriculture Alliance's mission by managing day-to-day membership operations, supporting member engagement and coordinating key Alliance programs. This position serves as a primary resource for membership records, transaction processing and member portal support, while helping strengthen relationships with members and ensuring a positive member experience. The coordinator also assists with program coordination, board engagement, industry events and administrative operations. The ideal candidate is highly organized, detail-oriented, an excellent communicator and comfortable managing multiple responsibilities in a small, collaborative team.

Duties and responsibilities

The coordinator, membership and programs will:

- Serve as the primary administrator of the Alliance's membership database, ensuring accurate and up-to-date member, sponsor and prospect records, including contact information, organizational details and membership status.
- Manage membership renewal and transaction processing, including generating invoices, recording payments, tracking outstanding renewals and maintaining accurate financial records.
- Serve as a primary resource for members navigating the Alliance's online member portal, providing assistance with account access, profile updates, renewals and other member services.
- Monitor and respond to inquiries received through the Alliance's membership and general email accounts, providing timely assistance and directing requests to appropriate team members.
- Support membership engagement and retention activities, including onboarding new members, distributing resources and coordinating member communications.
- Coordinate planning and execution of College Aggies Online, the Alliance's annual scholarship competition, including participant communications, program activities, tracking progress and coordinating awards and recognition.
- Support planning and execution of Animal Ag Allies, including participant recruitment and communications, scheduling training sessions, coordinating speakers and maintaining program records.
- Coordinate the annual Stakeholders Summit silent auction, including soliciting donations, managing auction items, preparing promotional materials and overseeing auction logistics.
- Support board engagement activities, including maintaining board contact information, coordinating communications, preparing meeting materials and assisting with board meeting logistics.
- Coordinate the Alliance's participation in industry trade shows, including managing shipping materials, preparing booth supplies and coordinating event logistics.
- Provide general administrative and operational support, including responding to audit requests, coordinating required state filings, maintaining organizational records and communicating with external partners.
- Assist with planning and execution of Alliance events, meetings and programs, including the annual Stakeholders Summit, as needed.

Qualifications

- Bachelor's degree in communications, public relations, business, marketing, agriculture or a related field required. Coursework or a background in agriculture strongly preferred.

- Strong organizational and project management skills, with the ability to coordinate multiple activities, manage deadlines and maintain accurate records.
- Excellent written and verbal communication skills, including the ability to communicate professionally with members, program participants and external stakeholders.
- Strong attention to detail, accuracy and follow-through, particularly when managing membership records, financial transactions and program logistics.
- Skilled in Adobe Acrobat and Microsoft Office Suite programs (Word, Outlook, PowerPoint, Excel). Experience with membership database/CRM software, event management platforms or similar tools preferred.
- Sound judgment and the ability to handle sensitive or confidential information appropriately.
- Strong time management skills, with the ability to take initiative, solve problems and work independently.
- Passion for animal agriculture and the mission of the Alliance.
- Flexibility and willingness to take on a variety of responsibilities in a small, collaborative team environment.
- Ability to travel approximately 10%, including overnight travel to support Alliance events, meetings and programs.

Compensation and benefits

The salary range for this position is $52,000–$62,000 annually, commensurate with qualifications and experience.

The Alliance offers a comprehensive benefits package, including health, dental, disability and life insurance, with premiums partially covered by the Alliance, as well as monthly contributions to a Health Savings Account. Employees are eligible for a 401(k) retirement plan with a potential annual employer contribution of generally 3–5% of salary. The Alliance also offers generous paid time off, including vacation days, sick days and personal days, along with paid family and medical leave benefits after one year of employment. Additional benefits include a flexible, predominantly remote work environment, a monthly cell phone stipend and reimbursement for travel to the Alliance office.

How to apply

Interested candidates should complete the online application and submit a resume and cover letter outlining their interest in the position and relevant qualifications.

Applications must be submitted by November 30, 2026. Applications submitted via email or through other channels will not be considered.