



POSITION DESCRIPTION
March 2018

Employer: Texas Pecan Growers Association
4348 Carter Creek Pkwy., Ste. 101
Bryan, TX 77802
www.tpga.org

Position: TPGA Associate Director of Membership
Description: This position will report directly to the Executive Director of the association. The person must be able to work in a small office where tasks ranging from projects to menial jobs are performed by all.

Location: Bryan, Texas
Salary: \$35,000-\$40,000 and commission

Contact: Email resumes to:
Blair Krebs
pecans@tpga.org

Responsibilities directly associated with the position, but not limited to, are:

- Management, Expansion and Development of TPGA Membership
 - Membership promotion strategies
 - Increase membership, benefits and services
 - Manage member database
 - Surveys and analysis of membership and industry
- Develop, write and implement grants for TPGA
- Plan and assist Executive Director with Annual Conference or other events.
- Develop and implement communications to membership including newsletters, social media, etc.
- Manage, develop and site maintenance for www.tpga.org and www.buytexaspecans.com
- Attend industry and promotional events
- Take initiative to learn all aspects of the pecan industry

Qualifications and Skills:

- Degree in business or agricultural business/leadership preferred
- Experience with sales, management and events planning
- Experience with marketing, communications, business run social media
- Background in agriculture (horticulture) an asset but not required

Professional Attributes:

Motivated, self-starter; works with people well; creative; organized; good communication skills; cooperative attitude; relationship builder

Other considerations:

Must be able and comfortable to travel frequently and independently to events, conferences, meetings with growers/pecan companies