



Application Process

For more information or to apply, submit letter of application and resume to: hr@indianasoybean.com

Human Resources Department
Indiana Soybean Alliance, Inc.
8425 Keystone Crossing, Suite 200
Indianapolis, IN 46240

POSITION DESCRIPTION

Indiana Soybean Alliance, Inc.

POSITION TITLE: Executive Assistant to CEO and Board Leadership Manager

FLSA STATUS: Exempt

ABOUT OUR ORGANIZATIONS

The Indiana Soybean Alliance, Inc. (ISA) is an Indianapolis based forward-thinking organization that works to benefit Indiana farmers and stakeholders. Be a part of a team that works within the highest levels of agriculture. Interact with leading state and national organizations and federal and state policy makers in making a difference in the future of the Indiana agriculture community.

COMPANY CULTURE

The shared values of ISA are important to who we are as an organization and as professionals. ISA offers the following:

- PTO (sick, vacation and holidays), flexible hours, generous benefits plan, 401k and match and hybrid remote and in office work schedule. Additional company paid time off between Christmas and New Year
- Travel and paid professional development opportunities
- Stocked fridge and pantry, community give-back programs, employee recognition and fun company-sponsored events

POSITION PURPOSE

Reporting directly to the CEO, the Executive Assistant and Board Leadership Manager (EA) provides executive support in a one-on-one working relationship and acts as an extension of the office of the CEO. The EA serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the office of the CEO. The EA serves as a liaison to the board of directors, with responsibility for board of directors' leadership development and oversees board governance. The Executive Assistant also coordinates executive external communications, relations outreach and oversees special projects. This individual also works to support the Indiana Corn Growers Association (ICGA) and the Indiana Corn Marketing Council (ICMC) which are managed under shared service agreements with ISA.

JOB DESCRIPTION

Executive Support & Outreach

- Completes a broad variety of administrative tasks for the CEO including managing an extremely active calendar of appointments, completing expense reports, composing and preparing correspondence that is at times confidential, arranging complex and detailed travel plans and compiling documents for travel-related meetings.
- Plans, coordinates and ensures CEO's time is scheduled and respected. Provides gatekeeper and gateway role creating access to CEO's time aligned with strategic objectives of the organization.
- Communicates directly with Board members, stakeholders and others on behalf of the CEO and her/his programmatic initiatives.
- Researches, prioritizes and follows up on incoming issues and concerns addressed to the CEO including those of sensitive nature. Demonstrates sound judgment determining appropriate course of action, referral or response.
- Works closely and effectively with CEO to keep her/him well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a barometer having a sense for the issues taking place in the Ag community and keeps the CEO updated at all times.
- Manages a variety of special projects for the CEO, some of which have organizational impact.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion often with deadline pressures.
- Edits and completes first drafts of CEO communications to external stakeholders.
- Participates in meetings and activities with national organizations such as but not limited to the National Corn Growers Association, the United Soybean Board, and the American Soybean Association on behalf of the CEO or the organization.

Executive Assistant to CEO and Board Leadership Manager

March 2022

This description is intended to describe the general content of and requirements for the performance of this position. It is not intended to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Board Liaison & Leadership Development

- Serves as the CEO's administrative liaison to the ISA, ICMC and ICGA Board of Directors.
- In cooperation with the CEO and Board Presidents, plan and execute board of directors meetings, which includes reserving meeting space and covering all possible logistics.
- Staff lead on Board Governance Committee, scheduling committee meetings and ensuring all aspects of Board Governance are met including policy manual reviews and Board elections according to bylaws and applicable laws.
- Develops and distributes board of directors meeting materials including agendas, Power Point slides, meeting minutes and post-meeting surveys according to compliance, applicable laws and bylaws requirements.
- Record board meeting minutes on behalf of the Board Secretary.
- Assists board members with travel arrangements, lodging and meal planning as needed.
- Maintains discretion and confidentiality in relationships with all board members.
- Advise board members on roles and responsibilities.
- Responsible for new and existing board of directors leadership development; including new directors orientation, training, briefings and continuing leadership development for all directors.

OTHER FUNCTIONS

- As directed.

SUPERVISORY RESPONSIBILITIES

- This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual should have an equivalent of the following:

- 7+ years in project management, organizational leadership, communications or administration with increasing responsibilities.
- Strong organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with exceptional attention to detail.
- Superior communication, organization, and interpersonal skills necessary to establish and maintain effective working relationships with staff, contractors, farmers, directors and other stakeholders.
- Demonstrate sound judgment and a pro-active approach to problem-solving with strong decision-making capability.
- Self-motivated, ambitious, and passionate individual who strives for excellence and delivers quality and consistent work in a collaborative team environment.
- Willing to learn and take on new challenges with a flexible, can-do attitude

WORK ENVIRONMENT/PHYSICAL DEMANDS

The environment and physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- This position requires considerable concentration and creativity. It is subject to stress caused by a changing environment, tight deadlines, and workload.
- Exempt position with a minimum of 40 hours per week required.
- Domestic travel inside and outside of Indiana.
- Work-related assignments may include evenings and weekends.
- International travel may on rare occasions be required with advance notice.
- Must be able to sit for long periods of time, stand, crouch, stoop, reach and move up and down stairs.
- May need to lift to 25 lbs.



