

North Dakota Crop Improvement and Seed Association
Director of Seed and Product Development
Part-time with the possibility of Full-time



NDCISA is a member-run, non-profit organization that works to improve crop practices and to make top-quality seed readily available for farmers and ranchers. NDCISA works closely with various entities to select varieties best adapted to our region, and in turn provides more profitable seed varieties with the highest agronomic performance. NDCISA is committed to ensuring that public-developed varieties remain available to the public.

Summary of responsibilities:

The Director of Seed and Product Development is responsible for communication, collaboration, education and sales in service to the NDCISA mission of encouraging the use of quality seed. Performs work in a professional manner and demonstrates a high level of integrity and knowledge.

Essential position responsibilities:

COMMUNICATION

- Communicate with the Board of Directors, including monthly documentation of progress.
- Present at local, regional, and state grower meetings and participate in trade shows.
- Prepare progress reports for various stakeholders

COLLABORATION

- Collaborate with various stakeholders regarding licensing and marketing varieties.
- Collaborate with NDCISA, working with seed growers, seed buyers, and others to develop our variety portfolio.
- Coordinate production plans for lines transitioning from breeding programs to NDCISA.
- Determine production goals and acreage of varieties needed.
- Coordinate production with the Agronomy Seed Farm and the Research and Extension Centers or contract growers.
- Work effectively and collaboratively with NDCISA staff.

EDUCATION

- Educate County agents, growers, and other stakeholders about the function of NDCISA.

SALES

- Run a wholesale desk.
- Facilitate seed and seed sales.
- Coordinate research and marketing efforts for licensed varieties.
- Seek out market opportunities and partnerships to enhance NDCISA.
- Responsible for license and contract development with various entities.
- Work with staff to determine appropriate media (brochure, web, fact sheet, press release, and social media) and develop information accordingly.

Requirements

- North Dakota resident
- Must be willing to travel in- and out-of-state.
- Valid driver's license

Knowledge and Skills

- Agriculture background preferred
- Education requirement of GED or greater
- Demonstrated experience effectively collaborating with a variety of stakeholders, as well as the board of directors.
- Skilled at working with staff and others to synthesize information and build bridges.
- High level of organization, attention to detail, and time management skills.

Physical requirements

- Requires prolonged sitting, some bending, stooping, and stretching.
- Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, and other office equipment.
- Hearing must be sufficient for telephone contacts.
- Prompt and dependable attendance.

Please send a cover letter, and completed resume, to toni@ndcropimprovement.com or NDCISA, PO Box 5084, West Fargo, ND 58078, by January 31, 2025. If you have any questions, please contact Toni at 701-893-6069.