
Events & Foundation Manager

The American Simmental Association (ASA) is seeking a qualified individual to fill the Events and Foundation Manager position. This role is responsible for planning and executing ASA and the American Junior Simmental Association's (AJSA) meetings, leadership programs, and events, while also supporting the administrative and fundraising efforts of the American Simmental-Simbrah Foundation. This is a full-time position reporting to the Director of Youth Programs and Foundation.

Position Details

Location: Remote or in-office (Bozeman, MT)

Travel: Travel required for events, board meetings, and various industry activities. Some evenings and weekends required, particularly during major ASA and AJSA events.

Compensation: Compensation will be competitive and commensurate with experience, qualifications, and organizational fit.

Primary Responsibilities

Event Planning & Management

- Plan and execute ASA and AJSA meetings and events
- Manage venue contracts, hotel blocks, catering, audiovisual, and vendor coordination.
- Prepare event materials including signage, programs, and packets.
- Provide on-site event support, including setup and teardown.
- Develop and manage event budgets in coordination with ASA leadership and finance staff.

Foundation Administration & Donor Engagement

- Lead proactive donor outreach, including identifying, cultivating, and soliciting individual and corporate donors.
- Develop and execute sponsorship and fundraising strategies to grow foundation support.
- Coordinate ASF board meetings and materials.
- Maintain event timelines, task lists and follow-up items to ensure deadlines are met.
- Work closely with the ASA Communications team to coordinate donor recognition, sponsorship visibility, and promotional efforts across digital platforms, print materials, and event signage.

Qualifications

- Bachelor's degree in Agricultural Communications, Business, Event Management, Marketing, Animal Science or related field preferred.
- Minimum three years of experience in event planning and/or nonprofit administration.
- Experience managing budgets and vendor contracts.
- Strong interpersonal skills and ability to work with members, volunteers, donors, vendors and staff.

Preferred Skills

- Experience working with nonprofit foundations
- Familiarity with the beef industry and/or breed associations

Application Materials

- Cover letter
- Resume
- Three professional references

Please submit all application materials to mbayer@simmgene.com

Applications will be accepted until July 10, 2026 or until the position is filled.