



National Milk Producers Federation National Dairy Farmers Assuring Responsible Management (FARM) Program Manager, Database Quality Assurance

Role Summary

The Database Quality Assurance Manager will lead teamwide efforts to ensure the FARM Program maintains accurate, complete, and up-to-date data. The Manager will work with FARM Program participants to make certain data entry and database administration best practices are being properly executed. The Manager will be responsible for working with the Stakeholder Relations Manager on outreach and customer support to dairy cooperatives and processors to monitor, assist, and where appropriate, intervene to maintain the high standards of the FARM Program. In addition, the Manager will work with an external database consultant to build system monitoring and controls, in order to safeguard proper administration of randomly sampled third-party evaluations.

Role Responsibilities

- Provide support to all FARM program participants and stakeholders in relation to database inquiries and needs
- Develop and maintain processes for the design, communication, validation and maintenance of data and functionality of the FARM database
- Develop and prepare detailed monthly and quarterly data summaries to enhance communications and educational materials
- Conduct regularly scheduled oversight, statistical analysis and management of program data
- Work collaboratively with all FARM team members and database consultant to oversee task priorities related to the FARM Program database and mobile entry apps
- Coordinate with the Stakeholder Relations Manager to manage and organize database needs in accordance with FARM Program standards and guidelines
- Supervise the selection, administration, and communication of FARM Program third-party evaluations
- Other duties as assigned

Qualifications

- Bachelor's degree in Agricultural Economics, Agribusiness, Animal Science, or Data Management related field of study preferred
- Familiarity with agriculture and/or the dairy industry strongly preferred.
- Proficient in Microsoft Office (Excel, PowerPoint, Word).
- Strong communication skills required.
- Strong attention to detail required.
- Strong understanding of data analysis and database management required with previous experience preferred.
- Familiarity with database management software/web services helpful, but not required
- Ability to work collaboratively with a diverse group of internal and external stakeholders.
- Excellent interpersonal skills with demonstrated ability to work as part of a team.
- 95% in office located in Arlington, VA, 5% travel

To Apply

Please send cover letter and resume with references to The National Dairy FARM Program at dairyfarm@nmpf.org with subject line of “ [Last Name] FARM Database QA Manager Position Application.”

About National Milk Producers Federation

The National Milk Producers Federation (NMPF), established in 1916 and based in Arlington, VA, develops and carries out policies that advance the well-being of dairy producers and the cooperatives they own. The members of NMPF’s 30 cooperatives produce the majority of the U.S. milk supply, making NMPF the voice of more than 32,000 dairy producers on Capitol Hill and with government agencies.

NMPF provides a forum through which dairy farmers and their cooperatives formulate policy on national issues that affect milk production and marketing. NMPF's contribution to this policy is aimed at improving the economic interests of dairy farmers, thus assuring the nation's consumers an adequate supply of pure, wholesome, and nutritious milk and dairy products.

The policies of NMPF are determined by its members from across the nation. Therefore, the policy positions expressed by NMPF are the only nationwide expression of dairy farmers and their cooperatives on national public policy. Please visit www.nmpf.org for more information.

About National Dairy Farmers Assuring Responsible Management (FARM)

Created in 2009 by NMPF, with support from Dairy Management, Inc. (DMI), the National Dairy Farmers Assuring Responsible Management (FARM) Program raises the bar for the entire dairy industry – creating a culture of continuous improvement on our nations’ dairy farms. The FARM Program is comprised of dairy farmers, cooperatives and processors across the United States. Our efforts currently center around three main pillars: Animal Care, Environmental Stewardship, Worker Safety, Human Resources and Antibiotic Stewardship. Please visit www.nationaldairyfarm.com for more information.