



Maryland Farm Bureau®

3358 Davidsonville Road | Davidsonville, MD 21035

410-922-3426 | www.mdfarmbureau.com

JOB DESCRIPTION

Exempt

Non-Exempt

Date Written: August 31, 2020

Job Title:	Regional Field Manager
Person in Position:	
Reports To:	Director of Organization
Department:	Organization & Field Services
Territory:	<input checked="" type="checkbox"/> Eastern Shore <input type="checkbox"/> Northern and Western Shore <input type="checkbox"/> Western & National Capital Area
Pay:	Salary commensurate with experience
Company Vehicle:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other Benefits:	401(K) w/ company match, health insurance, vision, dental, BYOD phone stipend, vacation and sick leave

POSITION SUMMARY: The regional field manager shall provide quality association management and organizational development service and support to county Farm Bureau organizations in their assigned territory which includes support to county boards of directors, county committees, and individual county volunteer leaders to meet the needs of the membership relative to each respective county's strategic goals and objectives, consistent with the current Maryland Farm Bureau®, Inc. strategic plan.

PRIMARY DUTIES:

1. Provide leadership and direction to county Farm Bureaus for the purpose of improving the organizational strength, effectiveness, visibility, and profile of the organization in pursuit of defined Maryland Farm Bureau and county Farm Bureau strategic goals, programs, and services.
2. Achieve membership growth through multiple strategies including but not limited to the organization of volunteer-lead membership committees in each county to execute annual membership recruitment and retention campaigns and build strong and strategic local partnerships and affinity relationships.
3. Work with county Farm Bureau leaders to recruit new volunteers from within the county's rank and file membership, and design and deploy leadership development training and opportunities to enhance and expand the leadership capacity of volunteers at the local level.
4. Develop and enhance relationships with but not limited to the following:
 - Nationwide® approved and farm certified insurance agents and their agency staff
 - County executives and commissioners, state, and congressional legislators and their staff
 - Local and state government agencies
 - Agribusiness, the local business community, and local Chambers of Commerce
 - University of Maryland & University of Maryland Eastern Shore Extension faculty and staff
 - High school Agricultural Education instructors and chartered FFA chapters of the Maryland FFA Association
 - Community, civic, and service groups, and other local strategic partners.
5. Assist county boards of directors and county secretaries in overseeing organizational finances and the development of an annual or biennial budget that is aligned with the county's strategic plan and goals, conduct annual audits, financial reviews or financial compilations, and the adherence to all local, state, and federal nonprofit corporate compliance regulations.
6. Serve as a staff liaison to multiple Maryland Farm Bureau state advisory committees. Provide staff support to various Maryland Farm Bureau state-wide programs and initiatives as assigned and as needed. From time-to-time, volunteer to provide assistance and expertise with American Farm Bureau Federation programs and initiatives upon request.

Mission

"To protect and grow Maryland agriculture and preserve rural life."

ADDITIONAL MINIMUM SKILLS AND ABILITIES:

- General understanding of food, agriculture, farming, fishing, forestry, and conservation across the state of Maryland.
- The ability to work nights, weekends, and some holidays to accommodate the nature of the volunteer structure of the organization.
- Self-starter. The ability to take proactive initiative to identify problems, assess situations, identify potential solutions, and design and implement strategies to achieve desired outcomes and measurable results with minimum supervision. Strong positive attitude, energy, drive, confidence, and tenacity.
- A high-degree of Emotional Intelligence, empathy, and active listening skills.
- To conduct oneself in a manner that is beyond reproach, to be a role model brand ambassador for the organization who is reliable, honest, accountable, and has a high level of integrity.
- Skill, comfort, and ability to speak in front of groups of various sizes, in public, and with local media and press. In addition, the ability to teach and train volunteers through appropriate adult teaching and learning methods.
- Exemplary written communication skills with regard to clarity, brevity, spelling, grammar, and composition. The ability to communicate complex agricultural subjects, public policy subjects, and to provide written instruction to volunteers.
- Proficient computer skills and familiarity with software including but not limited to Microsoft Office applications (Word, Excel, PowerPoint, Outlook, etc.), Adobe applications (Acrobat, Lightroom, Photoshop, etc.), web-based applications accessed through an internet browser, and social media applications.

MINIMUM EDUCATION, EXPERIENCE, & QUALIFICATIONS:

- Bachelor's Degree. A preference with those who have majored in: agricultural science, agricultural education, agricultural business and economics, general business and economics, agricultural communications, general communications and marketing, nonprofit organizational development and leadership, political science.
- Preferred Industry Recognized Credentials: Association Management Week Certificate through ASAE, Certified Association Executive (CAE), Institute for Organization Management Graduate Recognition (IOM), Certified Meeting Planner (CMP)
- One (1) to two (2) years of work experience in a business or nonprofit association environment.

MINIMUM OTHER QUALIFICATIONS:

- Must have and maintain a valid driver's license in the state of Maryland, have a clean driving record, and are insurable to drive a company vehicle.
- Must live in the State of Maryland.

EQUAL EMPLOYMENT OPPORTUNITY POLICY:

Maryland Farm Bureau®, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.