



## Maryland Farm Bureau, Inc. ®

3358 Davidsonville Road | Davidsonville, MD 21035  
410-922-3426 | www.mdfarmbureau.com

### JOB DESCRIPTION

Exempt  
Non-Exempt

Date Written: May 30, 2023

<b>Job Title:</b>	Regional Field Manager (RFM)
<b>Person in Position:</b>	
<b>Reports To:</b>	Executive Director
<b>Department:</b>	Organization & Field Services
<b>Territory:</b>	Flexible upon hiring two new RFM's to create a three-manager field team. Strong preference for one RFM to reside and manage the Eastern Shore.
<b>Pay:</b>	\$52,000 – \$56, 000
<b>Company Vehicle:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other Benefits:</b>	401(K) w/ company match, health insurance, vision, dental, BYOD phone stipend, vacation and sick leave
<b>POSITION SUMMARY:</b> Provide high quality, professional service, and support to promote growth, productivity, and effectiveness of county farm bureaus in the assigned region, acting as the primary staff liaison between state and county Farm Bureaus.	

#### 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 (MDFB) and county Farm Bureau strategic goals, programs, and services.
  - Manage an effective annual membership growth campaign in the region in conjunction with county leaders and MDFB staff.
  - Surface, develop and train new and existing leadership.
  - Serve as the resource person to the county Farm Bureaus in finding answers to questions that may arise.
  - Maintain organizational integrity by encouraging counties to develop annual budgets and strategic goals, and review by-laws and other pertinent organizationally documents annually.
  - 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.
  - Engage county Farm Bureaus in advocacy activities and encourage attendance at regional, state and national public policy events.
  - Assist county leaders in local issue action.
  - Promote participation in Member Services programs.
  - Develop and enhance working relationships with other organizations, government

- agencies and community groups within the region.
- Collaborate with other MDFB staff to promote regional Farm Bureau activities, surface content for MDFB communications and coordinate advocacy efforts statewide.
2. Contribute to the advancement of Maryland Farm Bureaus strategic goals.
- Work in conjunction with the Executive Director to execute strategic partnership plans and meet Nationwide sponsorship goals to maximize benefits for MDFB and county Farm Bureaus.
  - Provide staff support to various MDFB state-wide programs and initiatives, as assigned.
  - Coordinate on American Farm Bureau Federation programs and initiatives, as assigned.

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited high school or possession of a high school equivalency certificate.
- Valid Maryland driver's license with clean driving record. Must be insurable to drive company vehicle.
- Must live in the State of Maryland. To develop strong relationships within regions, it is strongly preferred that the candidate live in the assigned region.

**ADDITIONAL EXPERIENCE, QUALIFICATIONS & SKILLS:**

- General understanding of food, agriculture, farming, fishing, forestry, and conservation across the state of Maryland is preferred.
- Preferred experience working with volunteers and/or in a business or nonprofit association environment.
- 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.

**TELECOMMUTE OPTION:**

- 80% travel, including some overnight stays – primarily in district, some travel required across state and to national conventions.
- 20% in Davidsonville office.

**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.

**APPLICATION PROCEDURES:**

Resumes with cover letters should be submitted by mail or email. Please include qualifications, background, education, references, and salary requirements by Friday, June 30<sup>th</sup>. Resumes will be accepted until the position is filled.

**RESUMES SHOULD BE SENT TO:**

Maryland Farm Bureau, Inc.  
Attn: Parker Welch, Interim Executive Director  
3358 Davidsonville Road  
Davidsonville, MD 21035

Email: [pwelch@marylandfb.org](mailto:pwelch@marylandfb.org)

Questions: Contact Parker Welch at 410-922-3426