

Rhode Island Farm Bureau Executive Director

Function: To serve as the Executive Director of the Rhode Island Farm Bureau Federation (RIFB).

To manage the staff and coordinate volunteer leaders in a positive manner and aggressively promote programs to implement Farm Bureau policy. To establish and maintain such relationships with volunteer leaders, staff, affiliated company personnel, leaders and staff of the American Farm Bureau, other state Farm Bureaus, other organizations and individuals to maximize organizational effectiveness in accomplishing our goals and implementing our policies.

Position Available: The Rhode Island Farm Bureau Federation, the largest farmer organization in Rhode Island, seeks an Executive Director to manage the staff and volunteer leaders in a positive manner and aggressively promote programs to implement Farm Bureau policies.

Qualifications: Ability to communicate orally and in writing. A background in farming or agricultural organizations is preferred. Must have an Associate's Degree or greater.

Salary and Benefits: Salary and benefits are negotiable. (Salary in the \$60,000 range with traditional benefit package that includes medical, retirement and paid vacation) Interested individuals should forward a cover letter and resume to rifarm@rifb.org or send a letter and resume to RI Farm Bureau 16 B Nooseneck Hill Rd West Greenwich, RI 02817 (Attention Search Committee).

Reportability: Reports to the President and Board of Directors.

Authority: Operate within RIFB approved budgets:

- Recruit, employ, manage, supervise and terminate personnel for RIFB.
- Provide administrative coordination between RIFB and all agriculturally related companies.
- Perform other duties relating to custody of corporate documents and customary to the office of executive director as provided by in the RIFB By-Laws.
- Manage resources, including financial, within policy, to accomplish RIFB policy and goals.

Responsibilities:

Management (30%)

- Directs Farm Bureau staff in coordinating all related activities, programs and meetings
- Provide leadership and management in surfacing, training and coordinating the activities of Farm Bureau leaders
- Prepares or supervise the preparation of annual budgets and programs of work for the RIFB.

Member Engagement/Policy Development & Implementation (30%)

- Implements approved Farm Bureau policy
- Coordinates the resource of the Farm Bureau in implementing Farm Bureau policy
- Assists in managing the grassroots policy developing process and recommendations
- Maintains a liaison with the lobbying firm hired by RIFB and elected officials at the local, state and federal level

Communications/Public Relations (30%)

- Serve as spokesperson for the Farm Bureau in the absence of or at the direction of the President
- Serves as the public relations specialist for the RIFB
- Publishes newsletters for members
- Issues regular press releases to multi-media (newspapers, magazines, radio, television, etc.).
- Maintains a web site for RIFB.
- Manages Facebook, Twitter and other social media outlets.

Other Duties (10%)

- Establishes and maintains Agriculture in the Classroom that emphasizes production agriculture in the United States
- Serves as a liaison with management and maintains relationship with Farm Family Insurance
- Other duties as assigned

The Executive Director recognizes that the State of RI is an “at will” position and as such serves at the will of the President and RI Farm Bureau Board of Directors.

Application deadline in May 12