



Maricopa County Farm Bureau

Position Announcement:

Executive Director

Position Summary: The Executive Director serves as Chief Administrative Officer and will report directly to the Board of Directors. The Executive Director will manage the day-to-day activities of the County Office while promoting a positive, collaborative image of Farm Bureau and its policies to the agriculture and broader communities. This includes strategic planning, program coordination and evaluation, budget development and management, office/storage management, sponsorships retention and membership development.

Classification and Hours: Salaried (\$65,000 to \$75,000 starting salary range), full-time, plus certain evenings and weekends. Some travel is required, including out-of-state travel. Option to work remote.

Primary Duties: Work on behalf of the Maricopa County Farm Bureau membership and the agricultural industry. The duties shall include but not limited to the following:

- Facilitate and implement annual budget and strategic planning for Maricopa County Farm Bureau. Manage and facilitate Board of Directors initiatives.
- Administer all Maricopa County Farm Bureau activities and events. Represent the county in a manner prescribed by Farm Bureau policy, and the Board of Directors.
- Operate on behalf of the organization, its members and the agricultural industry at meetings and hearings that deal with subjects affecting the agriculture industry. Serve on technical groups, boards and committees related and relevant to agriculture.
- Maintain a sound and prudent financial policy that includes proper financial controls and policies that will maintain, preserve, protect, and grow the financial position of the Maricopa County Farm Bureau.
- Create and conduct strategies to cultivate sponsorship opportunities. Provide stewardship of funds and relationships.
- Develop and actively coordinate programs and policies for membership growth and retention. Provide information to the Board of Directors on establishing membership goals.
- Actively promote and increase success of Propane Program. Work closely with the company contracted to administer member benefit propane savings.
- Manage website, social media channels and newsletter. Keep members informed on upcoming events, programs, and agriculture issues.

Mission:

“Protect Maricopa County agriculture and equip members through grassroots advocacy, communication, and education.”

- Fully understand the structure of Farm Bureau at the county, state and national levels and coordinate activities with Arizona Farm Bureau and American Farm Bureau Federation when appropriate.
- Attend all meetings of the Board of Directors and be responsible for minutes and record keeping. Report to the Board of Directors on general policy and administrative matters.

Other Responsibilities: Perform other duties as assigned, which may include assisting with special projects or providing support to other areas as needed.

Required Skills:

- Relevant work experience.
- Demonstrated record of achievement in developing productive relationships.
- Excellent oral and written communication skills, including the ability to interact with people by phone and in person succinctly and persuasively.
- Excellent problem-solving and troubleshooting abilities.
- Detail-oriented with strong organizational and project management skills.
- Ability to work effectively independently and as part of the greater Farm Bureau team.

How to Apply:

Please email **cover letter**, **resume** and **two** reference contact names and phone numbers to Maricopa County Farm Bureau President, Nicholas Kenny at: nich_kenny@hotmail.com.

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