Position Opening – Permanent, Full-Time
Executive Director
Minnesota Farm Bureau Federation

Position Description:

To manage and coordinate all activities of the Minnesota Farm Bureau Federation and Affiliated Companies in accordance with the bylaws of the association and the general policies as set forth by the delegate body and the Board of Directors; to establish and implement results-based strategies focused on consistent achievement of the organization's mission and financial objectives, as established by the Board of Directors; and to manage the staff of the organization.

Responsibilities:

➢ Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
➢ Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
➢ Promote active and broad participation by volunteers in all areas of the organization's work.
➢ Maintain all corporate records for the Minnesota Farm Bureau Federation and Affiliated Companies and cause proper reports to be submitted to appropriate agencies as required.
➢ Manage the performance of all staff to achieve organizational objectives and ensure that adequate personnel are employed for the purpose of carrying out the programs and services of Minnesota Farm Bureau Federation and Affiliated Companies.
➢ Serve as fiduciary agent for Minnesota Farm Bureau Federation and Affiliated Companies, along with the Director of Operations, in overseeing such expenditures as shall be necessary in the day to day operation of the association.
➢ Work closely with the Director of Operations and assist as necessary in the development of budgets for all corporations.
➢ Be responsible for notification of all Board Meetings and see that accurate permanent records are maintained of all Board proceedings.
➢ Ensure that accurate reports of all activities are submitted to the Board for all regularly-scheduled board meetings and communicate with the board in between board meetings as necessary or required.
➢ Be responsible for arrangements for all annual and special meetings of the Minnesota Farm Bureau Federation and Affiliated Companies and maintain accurate, permanent records of all such meetings. Also, be responsible for notification of all such meetings to all the appropriate parties. Report annually to the delegates on the affairs of the organization.
➢ Be responsible for review of all contractual relationships with parties as necessary and consult legal counsel for assistance.
➢ Maintain liaison with County Farm Bureaus, other state Farm Bureaus as necessary, the American Farm Bureau, Farm Bureau Financial Services and such other entities as from time to time may be deemed necessary.
➢ Work closely with the President and assist as necessary in the discharge of the duties of that office.
➢ Be responsible for any other programs, not necessarily specified herein, as shall be determined appropriate from time to time in serving the needs of the members of Farm Bureau. Such programs will however be approved by the Board of Directors.
Qualifications:

➢ Excellent written and oral communication skills.
➢ Ability to plan, organize, guide and motivate.
➢ Experience in senior management position.
➢ Preferred Bachelors or Masters Degree in a relevant discipline.
➢ Ability to build consensus and relationships among board members, partners, and volunteers.
➢ Knowledge of profit and loss, balance sheet and cash flow management and general finance and budgeting.
➢ Ability to understand new issues quickly and make wise decisions.
➢ Ability to inspire confidence and create trust.
➢ Ability to work under pressure, plan workload effectively and delegate.
➢ Working knowledge of agriculture.
➢ Work experience in agriculture or related field.

Job Location:
Minnesota Farm Bureau Federation
3080 Eagandale Place
Eagan, MN 55121

Benefits: Competitive salary, 401K and comprehensive benefits package.

Application Procedures: Resumes with cover letters accepted until March 16, 2020. Please include qualifications, background, education, references and salary requirements.

Resumes can be mailed to:
Minnesota Farm Bureau Federation
Attn: Kevin Paap
15145 – 510th Avenue
Garden City, MN 56034

or emailed to:
Email: kevin.paap@fbmn.org