

April 3, 2020

POSITION OPENING CHIEF ADMINISTRATIVE OFFICER

Reporting to: President/Board of Directors

Direct Reports: Executive Directors (4) and Executive Assistant

Basic Functions: Responsible for the day-to-day operation of the Wisconsin Farm Bureau Federation (WFBF) and its subsidiary organizations.

Management Responsibilities:

- Directly supervise and manage the Executive Directors and Executive Assistant including annual performance reviews and salary administration.
- Supervisory authority over all WFBF and subsidiaries employees.
- Authority to hire and fire all employees, except for Executive Directors, which requires consultation with Board of Directors.

General Responsibilities:

- Carry out actions, directives and policies of President and Board of Directors.
- Provide advice and counsel to President and Board of Directors.
- Oversee preparation of agenda and memorandums for Board of Director meetings.
- Oversee preparation of annual and long-range plans for Board action.
- Oversee preparation of annual budget for Board action and maintain compliance with budget after approval.
- Keep Board informed on issues of concern.
- Supervise and develop fundraising opportunities.
- Carry out other responsibilities as requested by the President or Board of Directors.

Corporate Relationships:

- Serve as Secretary of WFBF, WFBSC, WFB Foundation, Rural Mutual Insurance Company (RMIC) and Statewide Services and oversee maintenance of corporate records.
- Serve as a Director on Wisconsin Farm Service Board.
- Member RMIC Investment Committee.
- Member of WFBF and Affiliates Employee Benefits Committee.
- Member of GROWMARK Coordinating Committee.
- Maintain and build relationships with county Farm Bureaus; AFBF; FBL Financial Group; GROWMARK; FB Bank; and other farm and key non-farm organizations.

QUALIFICATIONS:

1. Superior leadership skills and the ability to coach, mentor and motivate staff.
2. Ability to build consensus, rally support around common goals and to motivate groups and individuals.
3. Ability to think strategically and creatively.
4. Appreciation and understanding of agriculture.
5. Superior interpersonal and communication skills.
6. Demonstrated administrative and management skills.
7. Ability to develop and manage short and long-term budgets.
8. Demonstrated strong organization skills and the ability to multi-task.
9. Ability to process and comprehend large amounts of detailed information, consider the implications and consequences of new facts and make decisions.
10. Management experience in a not for profit setting helpful.
11. Successful revenue sourcing experience beneficial.
12. Understanding of the relationship between the Wisconsin Farm Bureau and Rural Mutual Insurance Company, Growmark, Inc. and Farm Bureau Life Insurance Company.
13. Ability to work outside normal business hours and be available for occasional overnight in-state travel as well as occasional multi-day national travel.

HOW TO APPLY:

E-mail or send resume with salary expectations in confidence to:

Mark Schuster
Director Human Resources
Wisconsin Farm Bureau Federation
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Madison, WI 53717
(608) 828-5404
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