

Title: District 4 Coordinator – Wisconsin Farm Bureau Federation

Purpose:

Work with volunteer Farm Bureau leaders in six-county territory to develop and implement programs to serve Farm Bureau members; Serve as a liaison between the Wisconsin Farm Bureau Federation (WFBF) and county Farm Bureaus; Meet monthly with county Farm Bureau boards of directors to provide them with information from WFBF and assist with the implementation of county programs; Surface and develop members that become active leaders in the Farm Bureau organization; Assist with production of quarterly newsletters for County Farm Bureaus; Provide administrative support for county Farm Bureaus through County Farm Bureau Services Program.

Reports to: Executive Director of Member Relations

Responsibilities:

- Assume responsibility for membership growth in the assigned territory. Work closely with county leaders to utilize approved membership recruitment and retention procedures that result in county Farm Bureaus making membership gains annually.
- Work with county Farm Bureau boards of directors and committee members to help them understand their roles and responsibilities in carrying out the county Farm Bureau program of work.
- Assume responsibility for surfacing and developing leaders for involvement in county and state Farm Bureau activities.
- Meet whenever possible with county Farm Bureau committees to provide guidance in developing a program of work that will meet the county board of directors' goals.
- Assist county Farm Bureaus in their day-to-day operations by providing administrative assistance and working with appropriate volunteer leadership.
- Record minutes of monthly Farm Bureau board meetings and assemble articles for county Farm Bureau newsletters.
- Regularly meet with affiliate company personnel to promote the organization and build relationships with Farm Bureau partners.
- Arrange facilities for county, state, and regional meetings and promote attendance.
- Stay abreast of all Farm Bureau programs and activities.
- Provide Executive Director with reports on county activities as requested, as well as a weekly plan of work.
- Attend regular staff conferences, including AFBF-sponsored meetings, as required by Executive Director.
- Work closely with staff in all WFBF divisions to stay informed and keep them informed.
- Assume other duties as requested by the Executive Director of Member Relations.

Territory:

This position is based in West Central Wisconsin, and will serve the following county Farm Bureaus: Buffalo, Eau Claire, Jackson, LaCrosse, Monroe, and Trempealeau.

Qualifications:

A successful candidate must have outstanding oral and written communication skills, as well as the ability to work effectively with a variety of personalities and leadership styles. Candidate should be experienced in working with word processing, spreadsheet, and desktop publishing software (Microsoft Office), as well as using e-mail and the Internet. Other qualifications include the ability to work independently, manage multiple tasks, organize meetings, train, motivate and reward volunteers, and build effective networks and relationships with partners and volunteers. Candidate should possess basic understanding of the Farm Bureau organization and network. A background in agriculture is a definite plus. This position requires working from home, with significant travel within the assigned territory, including occasional overnight travel. A company vehicle is provided.

For more information:

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12/2024