

NDFB POSITION DESCRIPTION

NDFB POSITION IDENTIFICATION INFORMATION:

Position Title: Field Representative
Supervisor's Title: Director of Organizational Development
Position Status: Exempt

POSITION OBJECTIVE:

To provide direct field staff services to county Farm Bureaus as assigned.

KEY DUTIES AND RESPONSIBILITIES:

1. Facilitate the organization of county Farm Bureaus as assigned.
2. Provide leadership development opportunities for volunteers.
3. Facilitate the membership acquisition/retention function.
4. Facilitate policy development and policy implementation activities.
5. Serve as a communications linkage between NDFB and assigned county Farm Bureaus.
6. Assist county leaders in analyzing problems at the local level and formulating action.
7. Participate in county Farm Bureau board meetings as appropriate and assist county boards in conducting effective meetings.
8. Encourage counties to become active through committee involvement and assist in identification of volunteers willing to serve on appropriate committees.
9. Assist counties in surfacing and developing new leaders; in part through utilization of Young Farmer and Rancher and Collegiate programs.
10. Other duties, as assigned by the supervisor.

AUTHORITY:

To represent North Dakota Farm Bureau in fulfilling assigned duties and responsibilities. To establish a work schedule and program of resource management that will maximize efficiency in accomplishing organizational objectives. To travel as necessary within the assigned district. To expend funds within budget in pursuit of organizational goals.

QUALIFICATIONS:

1. Agricultural production or related experience.
2. Bachelor's Degree in agriculture or related field.
3. Demonstrated personal leadership abilities.
4. Ability to work effectively with volunteer leaders and to articulate organizational objectives.
5. Self-starting initiative and reliability.
6. Ability to readily adapt to change.
7. Ability to effectively communicate with volunteer leaders and staff.
8. Demonstrated ability to work independently.
9. Possess enthusiasm, work ethic and ability to unite people around a common purpose.