

Massachusetts Farm Bureau Federation  
249 Lakeside Ave  
Marlborough MA 01752

EXECUTIVE DIRECTOR  
Job Description

**FUNCTION:** To serve as the Executive Director (E.D.) of Mass. Farm Bureau Federation (MFBF). To manage the business of the Federation including the staff and coordinate volunteer leaders to aggressively promote Farm Bureau programs and implement policy. To act as the legislative agent for MFBF and to work with leadership in the areas of legislative and governmental relations. To establish and maintain relationships with leaders and staff of the American Farm Bureau, other state Farm Bureaus, and other organizations to maximize our ability to accomplish our goals and policies.

**REPORTABILITY:** The Executive Director reports to the Board of Directors of MFBF. Written reports shall be presented to the Board at all regularly scheduled meetings. The E.D. shall communicate with the President as often as needed, but at least once a month, to provide each other with a view of the needs of the organization and to seek counsel.

**AUTHORITY:** The E.D. will review and develop administrative policies necessary to insure efficient and orderly operation of the organization, consistent with the policies established by the Delegate Body and goals established by the Board of Directors. The E. D. will provide exemplary leadership to insure legal and ethical conduct in every activity of the organization. Perform other duties relating to custody of corporate documents as provided by the MFBF by-laws. The E. D. will manage personnel resources and financial resources consistent with policy to accomplish these goals.

Develop effective alliances with state Farm Bureaus, American Farm Bureau, and other organizations. Enhance the image of Farm Bureau and promote Farm Bureau values through public and member relations. Maintain Farm Bureau alliances with governmental entities and agencies.

**RESPONSIBILITY:**

1. Develop and implement programs as determined by voting delegates and/or Board of Directors.
2. Implement legislative and governmental goals as determined by delegates and/or Board of Directors.
3. Manage all aspects of personnel, office, property and business/financial operations of MFBF.
4. Review and clarify job responsibilities of staff members.
5. Oversee the resolution of member's agricultural concerns.

6. Coordinate activities of Massachusetts Farm Bureau Federation with affiliated corporations/organizations including Farmer's Live Animal Market Exchange, Inc. (FLAME) and Massachusetts Farm Bureau Preservation Foundation, Incorporated.
7. Oversees the planning of Board of Directors Meetings and Annual Meeting.
8. Serve as liaison with other agricultural organizations including agricultural youth organizations, fairs, commodity associations, Board of Agriculture, etc.
9. Perform other duties as may be assigned by the Board.

Qualifications:

- Bachelor's Degree preferred. At the discretion of the Search Committee, relevant prior experiences, trainings, and certifications may substitute for some educational requirements.
- Possesses excellent communications skills.
- Valid driver's license as there will be travel which may include overnight.
- Demonstrated successful experience in the administration and management of paid staff.
- Strong background and expertise in budget development and financial management.
- A general knowledge of agriculture and volunteer organizations is preferred.
- Must be eligible to be a government lobbyist.
- Any offer will be contingent upon the results of a criminal background check and drug testing.

Benefits:

- Salary commensurate with experience, 401K and health insurance

Application:

Resumes with cover letters accepted until March 31, 2021

Email to: [Mark@MFBF.Net](mailto:Mark@MFBF.Net)

CC: [Laura@MFBF.Net](mailto:Laura@MFBF.Net)