

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

Position Description:

Manages and coordinates all activities of the Wyoming Farm Bureau Federation in accordance with the bylaws of the association and the general policies as set forth by the delegate body and the Board of Directors. Establishes and implements results-based strategies focused on consistent achievement of the organization's mission, bylaws, and financial objectives, as established by the Board of Directors. Represents the Federation to its members, affiliates, financial community, and the public. Manages the staff of the organization. Accountable to the Board of Directors.

Responsibilities:

- Work with the Wyoming Farm Bureau President and under the guidance of the Board of Directors in developing the direction of the organization.
- Manage the performance of all staff, in office and remote, to achieve organizational objectives and ensure that adequate personnel are employed within budget constraints for the purpose of carrying out the programs and services of the Wyoming Farm Bureau Federation.
- Develop the budget and provide sound financial management for the organization.
- Live in the Laramie Wyoming area and maintain an official presence in the office at the Farm Bureau Center.
- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Promote active membership ideas and involvement from county boards in all areas of the organization.
- Maintain all records for the Wyoming Farm Bureau Federation
- 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 Wyoming Farm Bureau Federation and maintain accurate, permanent records of all such meetings. Also, be responsible for notification of all such meetings to all the membership. Report annually to the members or 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 and such other entities as may be deemed necessary.

- Develop an intimate understanding of the policies of the Wyoming Farm Bureau Federation and be willing to take an appropriate stance to represent the grassroots policy of the membership.
- Travel to county and district Farm Bureau meetings throughout the state as scheduled.

Qualifications:

- Excellent written and oral communication skills.
- Ability to plan, organize, guide and motivate.
- Ability to build consensus and relationships among board members, partners, members, 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 that support the policies of the Wyoming Farm Bureau.
- Ability to inspire confidence and create trust.
- Ability to work under pressure, plan workload effectively and delegate.
- Ability and desire to learn new skills or tasks required to perform duties.
- Working knowledge of agriculture.
- Experience gained through close involvement with agricultural and farm organizations.
- Experience in a management/leadership role with progressive responsibilities and duties.
- Work-related experience should include leading, managing, conflict resolution, and overseeing of personnel, projects and events on a professional level. *****

Job Location:

Wyoming Farm Bureau Federation
931 Boulder Dr.
Laramie, WY 82070

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

Application Procedures: Resumes with cover letters accepted until May 24, 2024. Please include qualifications, background, education, references and salary requirements.

Resumes can be mailed or emailed to:

Todd Fornstrom - Wyoming Farm Bureau Federation President
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