

PA FARM BUREAU/MEMBER RELATIONS DIVISION
Regional Organization Director

Reports To: Director, Member Relations Division

Last Date Updated: March 2009

Contact: HR Director, PA Farm Bureau, 510 S. 31st Street, Camp Hill, PA 17011, 717-761-2740, or
Mel Eckhaus, mmeckhaus@pfb.com.

JOB SUMMARY:

To assist the county Farm Bureau leaders in developing and carrying out a Farm Bureau program that will help members to maintain a strong, effective organization, which will meet their needs, and to promote the philosophy, policies, and basic concepts of the County, State and National Organizations.

ESSENTIAL FUNCTIONS:

1. Provide continual, aggressive leadership in improving the strength, effectiveness and prestige of the organization.
2. Work with the County Farm Bureau leadership in planning, developing, and implementing an effective county, state, and national program.
3. Manage an effective annual membership growth campaign in the region.
4. Assist in the planning and setting up of county, district, and regional leadership and member meetings.
5. Surface, develop, and train new and existing leadership.
6. Serve as a resource person to the County Farm Bureaus in finding answers to questions that may arise.

ADDITIONAL RESPONSIBILITIES:

1. Establish and maintain a working relationship with other organizations, governmental agencies, and other community groups within the region.
2. Promote participation in Members' Service programs.
3. Communicate with other staff working within the region, establishing a team effort to promote Farm Bureau activities.
4. Represent Farm Bureau at functions as requested.
5. Assist in making all Farm Bureau functions in the region a success.
6. Assist others in helping to make all State Farm Bureau functions a success.
7. Other projects as assigned by the Director of the Member Relations Division, or Area Coordinators.

JOB QUALIFICATIONS:

1. Ability to organize and manage multiple projects.
2. Self motivated with organizational, negotiation, and human relation skills.
3. Written, verbal communication skills, ability to make presentations to groups.
4. Willingness and ability to learn subjects covered under areas of responsibility.
5. Must have valid PA driver's license and be able to travel in and out of the region as required to fulfill the duties of the job.
6. Attend day and evening meetings with limited overnight lodging.
7. Bachelor degree preferred or equivalent work experience in related area. Basic computer skills are required.

Note: This job description is intended to describe the major functions and characteristics of this job. It is not intended to describe all functions or responsibilities, which may be assigned to the incumbent employee. It is always within the employer's right to add to, delete from, or further modify this job description at any time. This document is not to be construed as an employment contract of any type.