

## **SCFB Director of Organization Division**

The South Carolina Farm Bureau Federation has an immediate opening for an experienced administrator with a demonstrated track record of accomplishment in the field of agriculture and/or not for profit organizations. Reporting directly to the Executive Director, this position will require superior skill in marketing, leadership, leadership development, communications and staff management. This position offers an excellent compensation and benefits package. Please reply in complete confidence (please mark personal and confidential), including salary history, to:

President, S.C. Farm Bureau  
P.O. Box 754  
Columbia, SC 29202-0754

Email Human Resources Department  
[CharlesAmbos@scfbins.com](mailto:CharlesAmbos@scfbins.com)

An Equal Opportunity Employer

### **Position Description:**

This senior management position is a key staff member reporting directly to the Executive Director of the South Carolina Farm Bureau Federation. This position is responsible to manage the staff and activities of the Organization Division.

Under the direction of the Executive Director and President and in cooperation and coordination with other key staff members, the primary responsibilities of this position are (1) assure support for local County Chapters, (2) direct leadership training and development, (3) coordinate a marketing effort to promote and encourage membership recruitment and retention, (4) supervise development of member benefit programs and (5) work to ensure organizational cooperation and cohesiveness to maximize productivity and effectiveness of the Organization. As part of these primary responsibilities this person will supervise staff specifically assigned the following ongoing programs/activities: Field Services (4), Young Farmer & Rancher Coordinator, Training Coordinator, Membership Manager (recruitment, retention and benefits) and Member records.

## **Knowledge and Skills**

A Bachelor's Degree in business, economics or agriculture related field.

Five plus years experience in a supervisory role, preferably in an agricultural related enterprise, and at least five years of overall business experience.

Ability to interface with a volunteer organization and volunteer leadership and accomplish the goals of the organization.

A working knowledge of agriculture and a passion to address the concern and issues facing farming in the 21<sup>st</sup> century.

Negotiating skill necessary to finalize contracts meeting the financial objective of SCFB.

Communication skills (written, verbal, and active listening) necessary to hear and respond to the concerns and issues of membership and staff.

Interpersonal skills necessary to manage the staff and to solve the myriad of issues occurring on a day-to-day basis.

People leadership skills necessary to attract, motivate, lead and retain a top group of diverse employees.

Ability to understand and adapt to the changing nature of the marketplace and technology including the implication and use of new and emerging technologies.

Ability to be flexible and adaptable to meet the dynamic fast-paced world of 21<sup>st</sup> century agriculture.

Excellent computer skills and an understanding of the advantages of technology and the difference that can be made with the right technology.

Ability to clearly communicate expectation to staff members and ensure accountability.

## **Customer/Member Interface**

Constant contact with the Executive Director to ensure the interpretation, coordination, and administration of SCFB policies are in line with state direction.

Constant contact with Executive Director and other Division Directors (Government Relations, Promotion & Education and Finance).

Constant contact with state's County Farm Bureau organizations and the volunteer leadership to ensure program are implement and issues and concerns are heard and acted upon.

Must be able to attend various evening meetings throughout South Carolina as well as overnight travel from time to time to other states. Must be available to address issues that arise outside normal business hours.