

The South Carolina Farm Bureau is a grassroots organization that promotes agricultural interests in the state of South Carolina and optimizes the lives of those involved in agriculture while being respectful to the needs and concerns of all citizens of our state.

The organization has an immediate opening for the position of Executive Director. This position is a senior level administrator role reporting directly to the President. This position offers an excellent compensation and benefits package.

Position Responsibilities:

- Under the guidance of the President, oversee the day-to-day operations and coordination of the Federation's various divisions and departments by working closely with other key staff members.
- Responsible for the strategic planning effort, utilizing the grassroots organization to gather concerns and identify issues facing agriculture in the 21st century.
- Leads a marketing effort in a manner that causes members and non-members to recognize the value of SCFB membership.
- Supervises maintenance of grounds and buildings in compliance with all safety and worker protection standards.
- Supervises the financial management process.
- Ensures organizational cooperation and cohesiveness to maximize productivity.
- 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 at the Farm Bureau office outside of normal business hours.
- Other duties as assigned.

Position Requirements:

- Ten plus years in a supervisory role, preferably in an agricultural related enterprise, and at least ten years of overall business experience.
- Demonstrated record of accomplishment in the fields of agriculture and/or non-profit organizations.
- Superior financial management, strategic planning, marketing, leadership, and communications skills.
- Bachelor's Degree in business, economics or agriculture related field required.

Skills and Abilities:

- Must possess the demonstrated ability to lead an on-going strategic planning effort and then implement an operational plan to incorporate it into the daily operations of the Federation.
- Ability to interface with a volunteer organization and volunteer leadership and accomplish the goals of the organization.
- Must be willing to take prudent risk and make decisions under the general parameters set forth by the President.
- Business acumen (financial, marketing, and strategic thinking, etc.) necessary to provide business leadership to the respective divisions and advise the President in matters of policy and oversight relative to the financial budget.
- A knowledge of agriculture and a passion to address the concerns and issues facing farming in the 21st century.
- Negotiating skills necessary to finalize contracts meeting the financial objectives of the SCFB.
- Communication skills (written, verbal, and active listening) necessary to hear and respond to the concerns and issues of the 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 21st 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 expectations to staff members and ensure accountability.
- Constant contact with the SCFB President to ensure the interpretation, coordination, and administration of SCFB policies are in line with stated direction.
- Constant contact and coordination with key staff including department heads of Organization, Finance, Promotion & Education, and Government Relations.
- Constant contact with other Ag related organizations both inside and outside the State of South Carolina to stay current with trends in agriculture.
- Constant contact with the state's County Farm Bureau organizations and the volunteer leadership to ensure programs are implemented and issues and concerns are heard and acted upon.
- Constant contact with American Farm Bureau Federation (AFBF) to assure compliance with agreements, policy implementation and consistent messaging.
- Regular contacts with affiliate companies.

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