



Celebrating 76 Years

Delaware State Farm Bureau
3457 S. DuPont Highway
Camden, DE 19934

Office: (302) 697-3183 /Fax: (302) 697-1428
defb.org

Delaware Farm Bureau

Is seeking an Executive Director

The mission of the Delaware Farm Bureau (DEFB) is to promote and protect Delaware agriculture through education and advocacy to ensure a quality of life for farmers and their consumers. DEFB is widely recognized as one of the strongest farm organizations in the First State. DEFB is a non-profit organization that serves as a unified voice for farmers in the State of Delaware. DEFB works towards sound public policy in support of Delaware's farm and food industry, but remains non-partisan.

Position Summary: The Executive Director manages the operations of the DEFB and the Delaware Farm Bureau Foundation. In concert with the Officers and Board of Directors of DEFB and the DEFB Foundation, responsibilities include: program and policy leadership, membership development, strategic planning, program coordination and evaluation, budget development and oversight, sponsorship development and overall management of personnel and property. The Executive Director reports directly to the President and Executive Committee.

The Executive Director reports to and works with the DEFB Foundation Board of Directors for oversight of the DEFB Foundation. The Foundation is a non-profit organization created to build awareness, understanding and a positive public perception about Delaware's farm operations, to promote fresh local food and to support the Foundation's Ag Education Mobile Classroom.

Required Qualifications: A passion for and sound understanding of agriculture with demonstrated success in organization management and execution of policy. A Bachelor of Science Degree is preferred, Advanced Degrees are welcomed as well. A detailed listing of responsibilities will be made available on the DEFB website. Salary and benefits will be commensurate with educational background, experience and proven success in this field.

For Consideration: Email Letter of Introduction and resume to Richard.Wilkins@defb.org or call DEFB at 302-697-3183



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Position Description

POSITION TITLE: Executive Director

Summary:

The Executive Director manages the day-to-day operations of the Delaware Farm Bureau and the Delaware Farm Bureau Foundation. This includes strategic planning, program coordination and evaluation, budget development and management, personnel management, property and office management, sponsorship acquisitions and retention and membership development.

The Executive Director is responsible for the operation of the Delaware Farm Bureau and the Delaware Farm Bureau Foundation and reports directly to the President, who reports to the Board of Directors and its Executive Committee. Through the President the Board of Directors provides direction to the Executive Director.

RESPONSIBILITIES:

- In partnership with the Board, identifies key objectives and the strategic priorities for the Delaware Farm Bureau and Delaware Farm Bureau Foundation.
- Develops and implements plans and programs that enhance membership revenue, membership development and engagement of members.
- Develops in partnership with the Executive Committee the annual Farm Bureau budget and ensures all expenditures are appropriate and in line with current policies and guidelines. Develops in partnership with the Delaware Farm Bureau Foundation Leadership its annual budget and ensures all expenditures are appropriate and in line with current policies and guidelines.
- Provides ongoing direction on day-to-day operations and guidance to office staff. This includes the supervision of the work activities of staff members, recruitment, training and oversight of facilities.



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- Applies knowledge of State of Delaware and Federal legislative processes in effort to relate Farm Bureau policies to legislators at state and national levels. Responsible for developing informational materials that assist the Legislature and other key parties in understanding and supporting Farm Bureau policy.
- Builds/maintains relationships with current sponsors and seeks opportunities for additional sponsorships and business investments to meet the financial goals of the organization.
- Coordinates/implements programs in support of the agricultural community and reports on effectiveness to the Board.
- Serves as an advocate for the agricultural community and represents the Delaware Farm Bureau and our members at a wide variety of meetings and events. Identifies and implements plans for increasing membership across the state.
- Collaborates with other Farm Bureaus at the county, state, and federal level.
- Facilitates and manages various committee meetings to include meeting arrangements, reporting, retention of Board documents and archiving of supporting documents.
- Other duties as identified by the President and the Board of Directors.

Qualifications/Experience Desired

- Bachelor's or higher Degree is preferred.
- Demonstrated successful experience in the administration and management of paid staffs.
- A passion for the agricultural community.
- Strong verbal and written communication skills – must be comfortable speaking to groups in various settings.
- Demonstrated expertise in budget development and financial management.
- Ability to build consensus and relationships among Board members, partners, and volunteers.



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- Working knowledge of agriculture and an understanding of grassroots volunteer organizations.
- Proficient with MS Office software including Word, Excel, PowerPoint, and Outlook.
- Knowledge and understanding of social media platforms.