



# NEW MEXICO FARM & LIVESTOCK BUREAU

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## NEW MEXICO FARM & LIVESTOCK BUREAU JOB DESCRIPTION

POSITION TITLE: Executive Director

ROLE: Serves as the Association's executive and administrator, responsible for all Association management functions.

REPORTS TO: Board of Directors

### Essential Duties and Responsibilities

#### Organizational Leadership

- Managing a professional staff
- Provide oversight and guidance to all programs and staff
- Monitor staff performance and ensure adequate staffing levels
- Responsible for all personnel functions, including hiring and termination of employees of the association
- Ensure a growth-oriented, skill-centered environment in which staff grows and develops skills helpful to meeting the goals and objectives of the organization
- Review activities and ensure activities support stated goals and objectives of the Board adopted strategic plan, including Young Farmers & Ranchers and Women's Leadership Program
- Oversee that the development of programs authorized by the Board of Directors is implemented promptly and that programs are effectively administered and controlled
- Ensure legal filings are current in the state of incorporation
- Authorize, execute or delegate such contracts, agreements, and commitments as may be necessary to carry out the goals and objectives of the organization
- Execute or delegate such other general responsibilities as assigned by the Board of Directors or Executive Committee

## Financial Management

- Develop and present an annual operating budget
- Ensure adherence to budget through monthly review of financial statements, forecasting, and monitoring
- Oversee the authorized and proper expenditures of funds and assure that all funds, physical assets, and other property of the association are appropriately safeguarded and administered
- Management and oversight of investment(s) as directed by the investment policy adopted by the Board of Directors
- Ensure that the Board is kept fully informed on the activities and operations of the Association, including proactive communication around progress toward strategic goals and financial performance
- In conjunction with President, develop agendas and materials for Association
- Oversight of governance training and best practices
- Execute and implement all decisions of the Board
- Proactively bring ideas for service and program improvements to the Board
- Provide appropriate staff liaisons to committees and provide authority to staff members to enable them to perform their liaison functions properly, and provide Committee Chairs with the necessary support and assistance
- Promote interest and active participation in activities among the membership, and supervise proper communication of activities of the Board and committees
- Work with county Farm Bureaus, Young Farmers & Ranchers Committee, and Women's Leadership Committee

## Partnerships

- Ensure appropriate communication between staff, board, and leadership
- Represent the association with industry-related groups and at industry-related meetings
- Build and maintain collaborative opportunities and relationships
- Public Relations, including oversight of all media inquiries
- Ensure the appropriate volunteer is designated to address media inquiries
- Oversee the development of all press releases
- Serve as a spokesperson within the organization and throughout the community

## Advocacy

- Analyze issues that affect agriculture and our members and formulate strategic actions to address issues
- Collaborate and coordinate with American Farm Bureau Federation to advocate for issues at the national level
- Advocate and lobby both federal and state elected officials
- Foster and maintain relationships with elected officials
- Work and collaborate with state and federal elected officials, government agencies, other trade associations, commodity groups, and interested parties on issues affecting agriculture
- Work closely with members of the New Mexico ag group to advocate for agriculture