

AMERICAN FARM BUREAU FEDERATION

POSITION ANNOUNCEMENT

Title: Managing Director, Leadership Development

Department: Leadership, Education & Engagement

Position Objective: To oversee, supervise and manage the leadership and organization development programs of the American Farm Bureau Federation.

Reports to: Vice President, Leadership, Education & Engagement

Location: Washington, DC

Duties and Responsibilities:

- Oversee, manage and delegate the development and implementation of leadership development, organization development and media/advocacy training initiatives for volunteer leaders and employees of Farm Bureau.
- Align and adjust leadership development team's initiatives and programs to organizational goals.
- Create and lead evaluation plan for AFBF's leadership development initiatives.
- Provide evaluation reports of team's progress on organizational goals for internal and external reports.
- Manage the professional development and work performance of staff and support staff on the team.
- Recruit, hire and train employees who are appropriate for staff and support staff positions.
- Design, develop and present professional and leadership development programs for volunteer leaders and employees of county, state and American Farm Bureau. The training topics include a range of programs including public speaking, effective committees, teambuilding and interpersonal skills.
- Develop and manage budget for leadership development programs.
- Manage and lead the strategic planning process for state Farm Bureaus as requested.
- Oversee Farm Bureau University and online learning strategies.
- Review, evaluate and update current training programs.
- Plan and implement professional development conferences for state Farm Bureau staff and volunteers.
- Promote organization development, leadership development, and media/advocacy training services of AFBF to state Farm Bureau decision makers. Build and maintain relationships with state Farm Bureau staff.
- Provide staff assistance at AFBF annual convention and other AFBF programs as needed.
- Maintain an in-depth knowledge of association trends and adult education and leadership development theory and application.

Relationships:

Maintain a team environment with staff and support staff of the Leadership, Education & Engagement Department and other AFBF and state staff. Manage relationships with outside consultants and vendors when necessary.

Education or Training Required:

- Bachelor's Degree in adult education or related field

Experience and Skills Required:

- Five years related experience
- Excellent presentation skills
- In-depth knowledge of adult learning concepts and instructional design
- Strong time management and organizational skills

- Experience in building and maintaining professional partnerships
- Experience with word processing and preparing visual aids in a Microsoft Windows environment

Preferred Education/Experience/Training/Skills:

- Masters degree in Training and Development or related field
- Management experience
- Experience in associations and/or working with volunteers, especially in agriculture
- Knowledge of distance learning technologies and applications

Other Requirements:

- Public Speaking
- Travel approximately 40-50%

To Apply:

Please send cover letter and resume to careers@fb.org. The deadline for application is January 28, 2019.