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## **ALASKA FARM BUREAU, INC**

### **EXECUTIVE DIRECTOR – FULL TIME**

To apply, send your resume and cover letter to [amy.seitz@gmail.com](mailto:amy.seitz@gmail.com) by April 5, 2024

#### **Job Description:**

The Alaska Farm Bureau is hiring a full-time, salaried position for the Executive Director. The Executive Director will work under the direction and guidance of the Alaska Farm Bureau Board of Directors. This person is responsible for the overall administration and management of the Alaska Farm Bureau; including programs, services, business, and financial operations.

The Executive Director will be highly organized, possess excellent written and verbal communication skills, and be interested in the development of Alaska's agriculture industry. It is expected that the Executive Director will be a self-motivated individual with experience in financial management, human resource management, operations management, nomination and election processes, and website/social media experience.

The position is based in Alaska with a home office location and virtual work expected. Travel to meetings around the state will also be expected, including Chapter meetings, Legislative Fly-in, and annual meeting in November.

#### **Job Compensation Details:**

This is a full-time, salaried position (40 hours/ week)  
Flexible schedule

**Salary:** \$60,000/year (based on experience)

**Tech Stipend:** \$1800/year (\$150/month)

#### **Job Duties:**

- Develop and administer operational day-to-day procedures.
- Be able to compose clear and concise written correspondence, e-mails, and reports as needed.
- Ensures that the actions of the Board are implemented.
- Oversee all programs, services, and activities to ensure that objectives and policies developed by the Board of Directors and the State President are met.
- Makes all arrangements for the Board of Director's meetings whether in

person or via teleconference, including meeting room and food service arrangements.

- Plans and arranges the agenda, speakers, meeting room and food service arrangements for the Friday Forum (or Convention & Trade Show on years we do the larger event), Awards Banquet and Scholarship Auction.
- Plans and arranges the agenda in cooperation with the State President for the Annual Meeting, including hotel meeting room and food service arrangements.
- Conducts the election process for the Board of Directors.
- Documents all deliberations and decisions of the Board of Director's meetings through accurate and detailed minutes
- Possess organizational skills that will permit managing work efficiently as well as working on several projects simultaneously, each at a different level of development.
- Have excellent oral presentation skills.
- Ensures that the Alaska Farm Bureau complies with liability insurance and workman's compensation policy requirements.
- Computer literacy, including Word, Excel, PDF, Google Drive, and Canva (or other design software) is required.
- Maintains AKFB wordpress website and social media accounts.
- Works with staff to put out a regular newsletter with important and relevant information for members.
- Serves as the chief liaison between the Board of Directors, Chapter Officers, Alaska Farm Bureau members, the public, and the American Farm Bureau Federation.
- Handles membership payments: processes credit card and check payments.

#### Fiscal:

- Ability to develop and administer budgets in cooperation with the Accountant.
- Monitor the expenses of the organization to ensure fiscal responsibility.
- Ensures that the financial affairs are conducted in accordance with the policies and guidelines established by the Board and generally accepted accounting principles.
- Submit all income and expenditures promptly to the bookkeeper.
- Provides for proper and accurate fiscal record keeping and reporting to the Accountant.

#### Board Relations:

- Assist the State President in planning the agenda and materials for Board meetings.
- Work with the Board and State President in developing and carrying out all

policies.

- Ensure that an optimal level of communication exists to promote the smooth development and implementation of projects and services requested by the Board and/or the State President.

#### Public Relations

- Demonstrate knowledge of agriculture as well as the Alaska Farm Bureau.
- Possess interpersonal skills and the ability to interact professionally with our members, Chapter Officers, legislators, the public, and the American Farm Bureau Federation.
- Builds and maintains relationships with reporters to get Alaska Farm Bureau and agriculture in the news.
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#### Other:

- A valid driver's license and reliable transportation are required as there will be some travel, which may include overnight stays.
- Performs other duties as assigned by the President and/or the Board of Directors.