

# Director of Engagement – Clinton & Marion CFB’s

## *POSITION DESCRIPTION*

**FULL-TIME**, primarily located in Salem, IL (Marion CFB). Position will include office and meeting hours in Breese, IL (Clinton CFB) and events in both Clinton and Marion Counties.

### Overview

As Director of Engagement for Clinton & Marion County Farm Bureaus®, you will be joining our dedicated team to focus on membership and organizational marketing, agricultural programs for youth, and other diverse programming, while also supporting our affiliated non-profit organizations – Clinton and Marion County Farm Bureau® Foundations.

### Supervision

The Director of Engagement reports to the Clinton & Marion CFB Executive Director, who is responsible for supervision and performance reviews of the Director of Engagement with input from the board of directors from both Clinton & Marion County Farm Bureaus.

### Responsibilities & Duties - How does the Director of Engagement make an impact?

- Plans, develops, and executes educational and membership programs
- Leads membership marketing, recruitment, and retention efforts
- Organizational communications and promotional materials for digital, print, and social media
- Manage membership program budgets and contracts for events as needed
- Facilitating volunteers, including recruitment, committee meetings, communications, and leadership development
  - ✓ Committees this position provides support to include, but are not limited to: Young Leaders, Ag in the Classroom (AITC), Public Relations/Membership, and other activities involving 4-H, FFA, and youth in both counties
- Network and promote agriculture in our communities while expanding ongoing knowledge of agriculture industry issues
- Support affiliated non-profits on an as needed basis, including grant, scholarship, and donor cultivation efforts of the Clinton & Marion County Farm Bureau Foundations
- Support other County Farm Bureau employees as needed, including but not limited to: answering phone calls, addressing member questions or requests, and interfacing with the public

### Qualifications & Skills

- Excellent written, verbal, and interpersonal communication skills, including robust writing and presentation skills
- Good project management and event planning skills, including the ability to manage multiple projects simultaneously, establish priorities, and great attention to details
- Computer proficiency with a working knowledge of the Microsoft Office suite, Facebook, Zoom, JotForm, Canva (or similar design program), and websites preferred
- 2-years of relevant experience or a combination of related experience, education, and training
- Skill in managing multiple priorities as a self-starter and collaborating effectively with peers
- Farming or agriculture background preferred
- Bachelor’s degree with education or course work in agriculture, communications, or marketing preferred
- Ability to lift up-to 50 pounds
- Occasional work in outside settings, including County Fairs, Field Days, and community events
- Access to reliable transportation
- Primary work hours are regular business hours, but work will extend before or after normal business hours for meetings and events.
- Occasional responsibilities for weekend programs or events and travel within the state of Illinois.

### Why work with us?

The Clinton & Marion County Farm Bureaus<sup>®</sup> are not-for-profit membership organizations that advocate for agriculture, as well as provide education and information to help farmers and farmland owners. Our legacy of leadership stretches more than 100 years, and your efforts will help make a difference for agriculture, farm families, and our rural communities. You will be joining our small staff of dedicated team members who facilitate programs and operations for the Clinton & Marion County Farm Bureaus as well as their charitable Foundations.

A competitive salary will be provided with access to our benefits package: medical, dental, vision, disability, and life insurance; Simple IRA with company match; paid time off; paid company holidays; and paid mileage for business travel.

This description has been prepared to assist in evaluating duties, responsibilities, and skills of this position. It is not intended as a complete list of specific duties, nor is it intended to limit responsibilities to those listed. It is understood that duties and responsibilities may be modified or additional duties assigned.

### Questions?

Contact Clinton & Marion CFB Executive Director Brad Conant at [fbmgr@clintoncofb.org](mailto:fbmgr@clintoncofb.org).

### To Apply:

Send cover letter, resume, and professional references to [fbmgr@clintoncofb.org](mailto:fbmgr@clintoncofb.org) by Friday, May 9, 2025.