Illinois Farm Bureau (parent company to COUNTRY Financial) is seeking **County Manager Trainees** to join the Member Services Public Relations division. County Manager Trainees participate in a detailed training program in which they will go through various training activities at Illinois Farm Bureau and on-the-job training at County Farm Bureaus, with the end goal of becoming a County Manager.

**Responsibilities:**

- Assists a county Farm Bureau with work activities under supervision of the Field Operations Director and the Regional Managers. Within approval of those supervisors, assists county Farm Bureau manager in an “on-the-job training” format.
- Develops skills and practices to organize and motivate county Farm Bureau member involvement structures.
- Develops the ability to successfully motivate, lead and supervise county Farm Bureau staff.
- Develops an understanding of the financial management aspects of a county Farm Bureau, including PeachTree accounting, budgeting process and financial statement reporting to county Farm Bureau board at regular monthly board meetings.
- Becomes familiar with the duties associated with physical plant maintenance, lease agreements/negotiations, property/casualty coverage, liability insurance, etc.
- Gains a perspective of the legislative and regulatory process at the local, state and national level.
- Completes reviews and understands various agreements in place with affiliated companies, County Farm Bureaus and Illinois Farm Bureau i.e. county service agreements, uniform cooperative agreement, etc.
- Becomes familiar with the practices necessary to support a successful County Farm Bureau publication.
- Understands major revenue streams such as dues, compensation, royalty and grants.
- Learns how to effectively deal with media, specifically regarding phone calls, other contacts and interview procedures.
- Develops an understanding of the technology options that exist for facilitating member involvement, such as videoconferencing, conference calling, etc.
- Develops a basic understanding of Farm Bureau® history and structure.
- Develops an in-depth understanding of the purpose/structure of the Member Services and Public Relations Division.
- Develops a general understanding of purpose/structure of the Finance, Legal, Governmental Affairs & Commodities and Public Relations Divisions.
- Understands what needs to be done for a County Farm Bureau to participate in the Illinois Agricultural Association Annual Meeting and the American Farm Bureau Federation Annual Meeting.
- Develops an understanding of websites and social media options, including how to start up or improve existing sites.
- Completes a mock interview with Regional Managers and other staff.
- Develops skills to conduct the business writing requirements of a county Farm Bureau manager, including practical application and completion of assignments designed to enhance those skills.
- Becomes familiar with IFB training opportunities/conferences available to members and staff.
- Assists Illinois Farm Bureau staff with various work activities such as Youth Conference, Young Leaders Conference, Ag Quiz Bowl, Ag in the Classroom activities, IAA Foundation activities, etc.
- Performs other related work as required or requested.

**Qualifications - External**

**Preferred Qualifications:**

- Understands the tenets of membership processing, maintenance, and recruitment.
- Ability to organize work and set daily priorities.
- Excellent oral and written communication skills.
- Effective collaboration skills with volunteers, staff and affiliated companies.
• Ability to learn human resource skills to become a successful supervisor, including performance review practices, counseling techniques and interpersonal professional skills.
• Ability to learn the fiduciary responsibilities associated with being a County Farm Bureau Manager.

Required Qualifications:

• Bachelor’s degree or equivalent in related work experience.
• Experience with volunteer organization; planning, coordination and leading meetings; developing and working with budgets.
• Background/experience in agriculture and understanding of agricultural issues.
• Strong computer skills and have an understanding of technology; solid communication and organizational skills, including planning; leadership; and the ability to work effectively in a team setting.

Physical Requirements:

• Ability and willingness to travel.
• Ability and willing to relocate in any county within Illinois is required.
• Possesses and maintains a valid driver’s license with the ability to drive a car.
• There are minimal physical requirements for all CFB Manager positions, including setting-up meeting rooms, moving and setting up AV equipment and light lifting.

Illinois Farm Bureau does not generally sponsor individuals for employment-based visas for this position.

Illinois Farm Bureau is the parent company to COUNTRY Financial. For more details about careers at Illinois Farm Bureau, please visit us online at www.ilfb.org/careers