

## CALIFORNIA FARM BUREAU FEDERATION JOB DESCRIPTION

<b>TITLE:</b>	Program Coordinator
<b>DIVISION:</b>	Political Affairs
<b>REPORTABILITY:</b>	Director of Political Affairs
<b>DIRECT REPORTS:</b>	None

### SUMMARY

Provide support to the Director of Political Affairs and Political Affairs department by assisting with campaign reporting, fundraising, grassroots activities, and special events to further the California Farm Bureau's political objectives and grow its political presence at the state and federal level.

### ESSENTIAL DUTIES

Facilitate fundraising projects such as direct mail campaigns and FarmPAC events, including data entry of contributions received and disbursed.

Coordinate accurate political campaign reports in a timely manner with outside firm and in accordance with appropriate deadlines.

Manage and regularly update the membership database to ensure current records.

Utilize the membership database to generate reports to evaluate fundraising programs and progress.

Assist in executing grassroots activities for the general membership, including coordinating with policy staff to draft action alerts and planning special events to increase the organization's exposure to elected officials and candidates for office.

Assist in developing presentations, handouts, and materials to further the program agenda.

Other duties as assigned.

### EXPERIENCE

- Bachelor's Degree preferred but not required.
- Interest in agriculture, agribusiness, political science, communications, or related field preferred.
- Familiarity with PAC contribution tracking and report preparation preferred.
- 2-3 years of experience in the agricultural community focusing on member relations and program development preferred.
- Involvement in the Federal or State legislative process or governmental relations preferred.
- Intermediate proficiency in Word, Excel, PowerPoint, as well as the ability to learn and work regularly within a cloud-based membership database program.

**COMPETENCIES**

- Ability to multi-task and work under pressure in a fast-paced environment without sacrificing accuracy and quality of work while able to meet different deadlines.
- Proactive with the ability to exercise sound judgment in areas of responsibility.
- Effective and clear written and verbal communicator.

Please send resume and cover letter to [jobs@cfbf.com](mailto:jobs@cfbf.com)

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