

Policy Advocacy Director/Field Representative

Position Title: Policy Advocacy Director/Field Representative
Department: Wyoming Farm Bureau Federation
Reports to: WyFBF Executive Vice President
Date: October 16, 2026

Position Summary

The Policy Advocacy Director (national lead)/Field Representative plays a key role in advocating for and advancing the Wyoming Farm Bureau Federation's (WyFBF) priorities and policies. This position focuses on monitoring and analyzing federal legislative proposals and federal and state regulatory matters, advocating for member policy, and fostering strategic relationships to support Wyoming agriculture. This position will provide expert analysis, develop communications, and work closely with the WyFBF Executive Vice President to represent the organization before governmental entities and other stakeholders. This role will work with designated county Farm Bureau Federations to foster effective volunteer leadership, promote membership acquisition and retention and support state and county-level events.

Essential Functions

- **Legislative and Policy Analysis:** Manage a designated portfolio of policy issues, coordinating project execution and ensuring alignment with organizational priorities. Monitor and analyze federal legislative proposals, federal and state regulatory matters, and legal developments affecting Wyoming agriculture to evaluate potential impacts, guide advocacy strategies, and communicate findings and the organization's position with stakeholders.
- **Advocacy and Representation:** Develop and execute strategies to communicate and advocate for WyFBF policies and positions with government entities and key decision-makers to influence policy in support of Wyoming agriculture. Participate in coalitions and policy working groups, advocating for the organization's interests. Assist with state governmental lobbying.
- **Policy Development and Implementation:** Assist in executing policy development and implementation priorities.
- **Stakeholder Engagement and Relationship Building:** Interact with county standing committees and county Farm Bureau Federations to address issues important to farmers and ranchers.
- **Communications and Public Outreach:** Provide support for policy advocacy communications. Prepare position statements, comments, issue papers, and policy action plans to amplify the organization's advocacy efforts.
- **County Support & Development:** Serve as a field representative to designated county Farm Bureau Federations, supporting their boards and volunteer leaders in achieving organizational goals. Provide training, leadership development, and guidance for designated county Farm Bureau Federations and members to facilitate and strengthen county leaders, health, and growth for the WyFBF.
- **Attendance:** Maintain predictable attendance by consistently showing up on time to ensure work commitments are reliably met.
- **Telework Eligibility:** Determined on a case-by-case basis. Employees must discuss their remote work arrangements with their supervisors and obtain approval. Remote employees are held to the same performance standards as their in-office counterparts.

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Supervisory Responsibility

This position has no supervisory responsibilities.

Travel

Travel to out-of-the-area meetings and overnight travel to legislative and county meetings is required. This position requires operating a company vehicle. Motor Vehicle Report must adhere to the company guidelines.

Position Type/Expected Hours of Work

This is a full-time, 40 hours per week position. Additional work hours may be required depending on job duties and demand. Flexibility in work hours is at the discretion of the supervisor/manager.

Competencies

- **Communication** - Effectively read, write, and speak the English language.
- **Ethical Practice** - Use knowledge, skills, and abilities to maintain high levels of personal and professional integrity and promote core values throughout the organization.
- **Active Learning** - Understand the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** - Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Analytical Thinking** – Apply structured approaches to analyze policy issues, assess data and develop clear, actionable recommendations.
- **Critical Thinking** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to issues.
- **Judgment and Decision Making** - Consider the relative costs and benefits of potential actions to choose the most appropriate decision. Considering issues and how they relate to WyFBF policy is critical.
- **Monitoring** - Monitor/Assess performance of yourself to make improvements or take corrective action.
- **Problem Solving** - Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations; use reason even when dealing with emotional topics.
- **Service Orientation** – Look actively for ways to help people.
- **Time Management** - Manage one's own time.

Attributes

- **Honesty and Integrity** – The ability to be open and candid with everyone with whom we work.
- **Team Work** - The ability to work with others in an efficient and effective way.
- **Solution Driven** – The ability to identify challenges, take ownership of problems and pursue effective solutions.
- **Ownership** - The ability to do what we say we will do then finish what we start and take total accountability for our behavior.
- **Adaptable** - The ability to be open to change (positive or negative) and be able to deal with frequent changes, delays or unexpected events and tasks.
- **Attention to Detail** - The ability to be careful about detail and thorough in completing work tasks.
- **Dependable** - The ability to be reliable and responsible in fulfilling obligations.

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- **Initiative/Achievement** - The ability to be ready to take on more responsibilities and challenges beyond those required and achieve personal goals.
- **Originality** - The ability to come up with unusual or clever ideas about a given topic or situation or to develop creative ways to solve a problem.
- **Quality** - The ability to demonstrate accuracy and thoroughness; look for ways to improve and promote quality; apply feedback to improve performance; monitor own work to ensure quality.

Education and Experience

Minimum Requirements:

- Bachelor's degree.
- Excellent organizational, interpersonal, and presentation skills.
- Excellent written and communication skills.
- Ability to manage multiple tasks and deadlines simultaneously.
- Governmental affairs experience.
- Proficiency in research and policy analysis.
- Ability to analyze complex legislative and regulatory issues and communicate findings clearly.

Preferred Requirements:

- Experience with lobbying, grassroots organizing, or public advocacy.
- Knowledge or experience in agriculture.
- Familiarity with WyFBF policies and procedures.
- Political awareness and understanding of state and federal governance.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to communicate via in-person and virtual interactions, including telephone communications. The employee should have the general dexterity to perform the essential functions of the position, including operating a computer and moving office products/supplies. Candidates should be able to perform these functions without discomfort or strain. The employee is required to have visual acuity to perform the essential functions.

Work Environment

This job operates in a professional office environment. Activities include extended periods of sitting and extensive work with computers, mobile devices, and other productivity tools.

Other Duties

This job description is a general overview of the responsibilities and requirements for this position, it is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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This job position description is not a contract and in no way states or implies that these are the only duties to be performed by the employee. The person in this position will be required to follow other instructions and perform other duties upon the request of the appropriate supervisor, manager, or department vice president.

My signature acknowledges that I understand the requirements, essential functions, and duties of this position. I agree to protect all company and stakeholder information; keep said information as confidential; and not use said information for my own behalf or disclose the same to any third party.

Employee Name (print) _____

Employee Signature _____ Date _____

Date Received by HR _____