



Specialist - Member Services

March 2025

Do you consider yourself a natural connector who enjoys building and maintaining strong relationships? Are you an organized, passionate leader of people with great communication skills? Are you enthusiastic about FarmHouse Fraternity and ensuring its continued growth? Do you have great follow-through, time management skills, and enjoy travel?

As the Member Services Specialist, you will conduct targeted programming and consultation visits to an assigned portfolio of FarmHouse chapters. You'll complete chapter action plans to include strategic and specific chapter goals. You'll serve as a liaison between the International Fraternity and the host institutions, as well as promoting and facilitating leadership and educational programming.

FarmHouse Fraternity was founded in 1905 by a group of like-minded students at the University of Missouri who had a few important things in common: they were studying agriculture and they were looking for community. Today, FarmHouse is that and so much more. The FarmHouse experience is focused on authentic community, leadership in academic achievement, and a strong values-driven organization that is a welcoming place for all students.

FarmHouse Fraternity International headquarters is in a beautifully restored home in the Quality Hill District of downtown Kansas City. This position can reside in Kansas City or be fully remote.

Essential Duties and Responsibilities:

1. Chapter Support and Growth

- Conduct targeted programming and consultation visits to an assigned portfolio of FarmHouse chapters.
- Complete chapter action plans to include specific and strategic chapter goals in the areas of operations, finances, recruitment, leadership, education, and governance.
- Manage individual portfolio of chapters and track goal progress per chapter action plans and progress on the Excelsior accreditation/awards program.
- Support chapters in recruitment planning and execution, including facilitation of recruitment workshops, close monitoring, and advisement of chapters with membership below 30 members.
- Use Dyad survey data to coach chapter leadership and set data-driven goals.
- Build relationships with and support chapter advisors while developing a pipeline of capable volunteers to fill vacancies.
- Serve as a liaison between the International Fraternity and host institutions.

2. Leadership & Educational Programming

- Recruit attendees, help coordinate participant travel, support operations, and assist in the facilitation of the annual FarmHouse Leadership Institute each January.

- Assist with the facilitation of educational workshops and programs as assigned.
- Assist with planning, preparations, and coordination of the biennial FarmHouse Conclave.
- Develop resources for chapters in areas of need and/or collect chapter best practices for distribution.

3. Fraternity Representation and Organizational Support

- Serve as a representative of FarmHouse International Fraternity to internal and external audiences during work-related travel and event attendance, professional development conferences, and interfraternal events.
- Complete assignments and responsibilities as needed/delegated by the Sr. Director Member Services, in support of the International Fraternity.
- Work as a member of the FarmHouse Headquarters team and where needed in support of fellow team members, alumni volunteers, and the International Executive Board of Directors with key projects and strategic initiatives, as designated and assigned by the Senior Director.

4. As a FarmHouse headquarters staff we commit to:

- Being solutions-focused and member/donor-centered in our work and our approach.
- Celebrating wins across the organization, highlighting individual contributions.
- Consistent individual performance and collaboration for organizational priorities.
- Demonstrating honesty, integrity, and respect with our members, donors, and colleagues.
- Engaging with each other to build a strong workplace culture and promote belonging.

Required Qualifications:

- Bachelor's degree
- Basic computer skills
- Demonstrated experience in the realm of public speaking
- Strong written and verbal communication skills
- Self-motivated and self-managed
- Well-developed administrative skills including proactive communication, follow-through, and deadline management
- Previous chapter and/or campus leadership experience
- Demonstrated results and performance, with a strong attention to detail
- Must have a valid driver's license, a clean driving record, and a car with valid insurance, or a way to reliably and safely travel to all required destinations.

Preferred Qualifications:

- An initiated member of FarmHouse Fraternity
- Degree in the field of education
- Sales and/or recruiting experience
- G-suite experience

FarmHouse needs someone who has:

- Stellar organizational skills, with the ability to handle multiple priorities and demonstrate resiliency.
- High initiative and self-starting ability – highly reliable.
- Coaching, presenting, and facilitating skills.
- An outgoing, independent mindset with the ability to think creatively and strategically to solve problems.

- Policy knowledge and adherence accordingly.
- Excellent written and verbal communication skills, with emphasis on the ability to communicate and work with people from a variety of backgrounds.
- An ability to motivate, support, and develop others with a positive attitude.
- A sense of urgency to drive results, while demonstrating professionalism.
- Ability to travel approximately 25%-40% depending on the time of year.

Reporting Roles: Reports to the Senior Director - Member Services.

Compensation: The range for this position is \$40,000-\$43,000 and will be dependent upon experience and skill set.

Benefits: This position is given PTO (paid time off) of ten (10) holidays and fifteen (15) vacation days, accruing at 10 hours of vacation PTO per month. We offer employee health, dental, and vision insurance with 95% covered by the employer, and dependent health, dental, and vision insurance with 15% covered by the employer. We offer a Health Reimbursement Account (HRA) or HSA depending on the selected plan. We offer life insurance with a value of \$100,000, and a Simplified Employee Retirement Plan contribution of 8% of total gross pay (salary and bonus) paid monthly. An internet/cell phone reimbursement of up to \$75/month is provided. Includes a potential bonus, along with a company credit card for work-related expenses.

Work Arrangements: This position can reside in our FarmHouse Headquarters building in Kansas City, Missouri, or can be fully remote.

Interested? Please submit a letter of interest that highlights how you have demonstrated key qualifications and applicable experiences, along with a resume to joinus@farmhouse.org.