

JOB DESCRIPTION

Farm and Ranch Manager - JPMC

REPORTS TO: Associate Vice President or Above
DEPARTMENT: Corporate Services – JPMC

CLASSIFICATION: Exempt

POSITION PURPOSE

Responsible to manage a portfolio of 75-150 farm, ranch, and other varied rural assets for an owner or client and fulfill the manager's obligations under the terms of the property's management agreement

ACCOUNTABILITIES

May be responsible for one or more of the following:

- Deliver a broad range of farm and/or ranch management services to a diverse portfolio located in numerous market segments
- Develop strategies and recommendations for individual farm and ranch assets
- Appraise livestock carrying capacity, pasture rotation strategies, crop rotation, timber stand thinning, select and clear cutting, timber plantations, wildlife management, herbicide, pesticide, and fertilizer
- Determine the impact of mineral production, pipelines, and geophysical operations on properties and assist in damage
- Evaluate and negotiate agricultural leases and determine what agricultural use is best suited for the properties
- Facilitate communication to both internal partners and external clients
- Implement projects and strategies with due diligence
- Ensure all documentation is securely entered into the appropriate management information and electronic file systems
- Partner with internal and external resources to ensure that all services and projects are timely delivered and completed effectively
- Prioritize and delegate projects to appropriate support resources and oversee ongoing progress
- Oversee all farm and ranch related revenue and expenses
- Monitor and effect annual OCC and Federal regulatory compliance requirements
- Meet monthly and annual compliance and regulatory deadlines
- Adhere to internal policies and procedures
- Perform administrative duties as necessary

MINIMUM REQUIREMENTS

- Bachelor Degree
- 5+ years of farm and/or ranch property management experience or similar experience within the fiduciary real estate management field
- Or any similar combination of education and experience
- Real estate license preferred
- Proficiency with Microsoft Office Suite
- Must be able to periodically travel to farm and ranches locations, as well as client meetings and internal meetings on an as needed basis
- Possess a thorough understanding of governmental farm programs
- Willingness to obtain and maintain industry designations applicable to this position
- Ability to fulfill ongoing mandatory education and training requirements as necessary
- Strong interpersonal skills and problem solving ability
- Proven record of providing excellent internal and external customer service
- Excellent oral and written communications skills

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PHYSICAL REQUIREMENTS

- Involves work of a general office nature; typically includes extended periods of sitting and/or operation of a computer for up to 8 hours a day
- May involve movement between departments and floors, throughout houses, farms/ranches, commercial buildings etc., and driving to properties to facilitate work
- May involve periods of standing, such as operating at a copier/fax/scanner
- Regularly required to talk, hear, and use hands and fingers to write and type
- Ability to speak clearly so others can understand you
- Ability to read and understand information and ideas presented orally and in writing
- Ability to communicate information and ideas in writing and orally so others will understand
- Regularly required to utilize vision abilities, allowing reading of printed material, graphics, and computer displays

The above-referenced position summary is a guideline designed to present an overview of job duties and is not intended to be a comprehensive list of responsibilities and requirements.