



## ***Mendocino County Farm Bureau Deputy Executive Director***

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### ***Mendocino County Farm Bureau Mission Statement***

Mendocino County Farm Bureau is a non-governmental, nonprofit, voluntary membership advocacy organization whose purpose is to protect and promote agricultural interests throughout the county and to find solutions to the problems facing agricultural businesses and the rural community.

### ***Job Summary***

The Deputy Executive Director is the second highest-ranking staff member of Mendocino County Farm Bureau and reports directly to the Executive Director. When directed to do so, the Deputy Executive Director supports the organization in all phases of administration and management of the organization, which includes overseeing advocacy efforts, educational programs, membership development and internal/external communications. This position requires in-office work except when out-of-office presence is necessary to further the organization's purposes. Partial remote work scenarios may be allowable.

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### ***Essential Duties and Responsibilities of the Deputy Executive Director***

- Ensure that policies and directives set by the organization's Board of Directors and the Board's Executive Committee are carried out.
- Provide for the achievement of the vision, mission, and Board policy or directive by developing short-term goals or tactical plans to achieve the results required.
- Represent Mendocino County Farm Bureau effectively and persuasively to elected officials, Farm Bureau members, the media and the community at large. Act on behalf of Farm Bureau at meetings and public hearings and provide public testimony, when required.
- Fully understand Farm Bureau's structure at the county, state, and national levels and, if directed, coordinate local activities with CA Farm Bureau and American Farm Bureau Federation functions.
- Research and develop information on issues and problems. Draft position papers to keep the Executive Director and Board of Directors adequately informed.

## *Major Duties/Responsibilities*

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### **Administration/Office Management:**

- Supervise office staff in a cooperative manner in the absence of the Executive Director.
- Work with the Executive Director and the Finance Committee in preparing the annual budget and assist in assuring that the organization operates within budget guidelines.
- Assist in maintaining a working environment that attracts, keeps, and motivates high-quality staff and volunteers.
- Always demonstrate a high level of professionalism while representing Farm Bureau.
- Demonstrate integrity by doing what has been committed to be done; act and speak ethically; communicate factually.
- Assist with fundraising activities, day-to-day office management, and event production.

### **Membership Services:**

- Work collaboratively with other staff members and the Board to be active within industry and community groups to promote the organization and grow membership.
- Work collaboratively with other staff members and the Board to direct and engage with members and enhance their understanding of and participation in the organization.

### **Committee Duties:**

- Develop, organize, and manage any ad hoc or standing committee to which you are assigned as the staff lead by the Executive Director. Duties include taking direction from the committee chair, developing agendas, attending meetings, and preparing meeting summaries/minutes.
- Work with the committee chair to report committee recommendations to the Board of Directors.

### **Policy Development and Legislative Activities and Duties:**

- When directed to do so, research and develop white papers on issues, regulations, and political affairs that impact Mendocino County agriculture.
- Develop and maintain good working relationships with Mendocino County administrators, staff, and elected officials.
- Along with the Executive Director and the officer team, represent the interests of Mendocino County agriculture before local, regional, state, and federal agencies.

### **Public Relations:**

- Create strategies to represent the organization's programs and mission to the media, other organizations, and the public.
- Maintain active working relationships with local, regional, state, and federal governmental bodies, other Farm Bureaus, other farm organizations, and non-farm organizations.
- Maintain good working relationships with media and act as a media resource when needed.

### **Agricultural Industry Affairs:**

- Develop and maintain good working relationships with agricultural industry leadership at all levels of the industry.
- Maintain a working knowledge of significant developments and trends in Mendocino County agriculture.

## *Required Knowledge, Skills, and Traits*

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- Bachelor's degree from a four-year college or university with academic course work in a relevant discipline (i.e., communications, public relations, business administration, or other closely related fields of study) is preferred but not required.
- Excellent English language communication skills including the ability to read and summarize material in a broad range of professional publications and the ability to write clear, concise, and compelling reports. Ability to effectively present information and respond to questions from Farm Bureau leadership, members, elected officials, and the public. Fluency in languages other than English is a plus.
- Ability to write content that promotes or advocates for Mendocino County agriculture. Such content might include the preparation of fact sheets or white papers to share with the Executive Director, leadership, members, elected officials, or local media.
- Ability to work with little direction, and desire to work in a collaborative team setting.
  - Demonstrate work ethic, strong people skills, and a positive attitude.
  - Have knowledge and personal proficiency to use the following software programs: word processing, spreadsheets, graphic design, and the basic ability to perform website edits.
  - Possess a valid driver's license at the appropriate level, as required by the State of California, to perform essential functions of the position.
- Experience in supervising employees and volunteers.
- Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from leadership, members, and the public.
- Reasoning Ability: Ability to solve practical problems and deal with a variety of variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- While performing the duties of this job, the employee is regularly required to coordinate multiple projects or tasks. The employee is frequently required to stand, move, or walk for prolonged periods. The employee must be able to lift and/or move up to 50 pounds.
- The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Compensation and Benefits

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**Salary:** Proposed range \$65-80,000. Salary commensurate with qualifications, experience and skill level.

### Benefits:

- Health plan (employee-only coverage)
- Dental plan (employee-only coverage)
- Vision (employee only-coverage)
- Life Insurance (employee-only coverage)
- Company cell phone or \$50/month cell phone stipend
- Two weeks (80 hours) vacation after first year of employment
- Six days (48 hours) of paid sick leave per calendar year
- Holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day and Christmas Day.

## To Apply

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To apply for this position, please email your completed application packet to **admin@mendofb.org**.

Only qualified candidates who meet or exceed the minimum qualifications should apply. Application Packet Must Contain:

- Current Resume
- Three letters of reference from previous employers and/or professional contacts
- Contact information (phone number and email) for three additional professional or business-related references
- Word or PDF document that answers the following questions (each answer should not exceed 1,000 words):
  - Why do you want to work for the Mendocino County Farm Bureau?
  - Detail your government relations and/or advocacy experience, particularly as it relates to agricultural policy.
  - How do you see yourself enhancing the work of Mendocino County Farm Bureau?