



## Mendocino County Farm Bureau Executive Director

### **Job Summary**

The Executive Director is tasked with working cooperatively with the Mendocino County Farm Bureau Board, staff and the membership to protect, promote and solve problems facing agricultural interests throughout the county.

### **Duties and Responsibilities**

- Ensure policies and directives set out by the organization's Board of Directors (the Board) are carried out.
- Represent Mendocino County Farm Bureau (MCFB) effectively and persuasively to elected officials, state agencies, MCFB members, the media, and the community at large.
- When needed, research, develop, and draft information on issues and regulations.
- Supervise the office staff to ensure all office functions are maintained.
- Work with MCFB committees as directed including the finance committee for developing and maintaining the annual budget.
- Demonstrate a high level of professionalism while representing MCFB.
- Work collaboratively with other staff, the Board, industry groups and community groups to promote and grow MCFB.
- As needed, assist with coordinating membership, fundraising, and other events.

### **Required Knowledge and Skills**

- Excellent communication skills including the ability to read and summarize material in a broad range of professional publications.
- The ability to write clear, concise, and compelling reports/comment letters.
- The ability to effectively present information and respond to questions from the Board, MCFB members, elected officials, state agency representatives, media and the community at large.
- Demonstrate work ethic, strong people skills and a positive attitude.
- Have a knowledge and personal proficiency in the use of software programs such as word processing, spreadsheets, and the basic ability to perform website edits.
- The ability to work on multiple tasks or projects.

### **Compensation and Benefits**

- Salary Range \$70,000 to \$100,000, commensurate with qualifications, experience, and skill level.
- Health plan (employee coverage only)
- Dental plan (employee coverage only)
- Vision plan (employee coverage only)
- Life insurance (employee coverage only)
- Company cell phone or monthly stipend.
- Two weeks (80 hours) vacation after the first year of employment.
- Six days (48 hours) of paid sick leave per calendar year.
- Holidays: New Years Day, Martin Luther King, Jr Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following day, Christmas Eve Day, and Christmas Day.

### **To Apply, Please Submit:**

- Current Resume.
- Three letters of reference from previous employers or professional contacts.
- Contact information (phone number and email) for three additional professional or business-related references.
- A written paragraph or two, describing why you are interested in applying for this position.

**Application packets can be submitted to: [director@mendofb.org](mailto:director@mendofb.org)**

**Any questions can be directed to: [director@mendofb.org](mailto:director@mendofb.org) or by calling the Mendocino County Farm Bureau office at (707) 462-6664.**