

Executive Director- Sacramento County Farm Bureau

Summary:

- Provide leadership to advance the SCFB's mission by implementing Board direction, advocating for agriculture, growing and serving membership, ensuring financial health, and managing staff, programs, and operations.
- Full-time, exempt position. Benefit package with medical, dental and vision insurance, and retirement contribution match. Compensation will start at \$70,300 and be based on experience. Reports to the President and Board of Directors of SCFB.
- The Sacramento County Farm Bureau is a non-governmental, non-profit, voluntary membership organization whose purpose is to protect, promote, educate and strengthen Sacramento County's agricultural interests.

Key Responsibilities

- **Leadership & Strategy:** Translate Board priorities into operational and strategic plans; participate in Executive Committee; model strong, values-based leadership.
- **Public & Political Relations:** Represent Sacramento County Farm Bureau on all issues and policies in public forums; develop active relationships with elected representatives from the local to national levels, and government agencies dealing with agriculture.
- **Statewide Collaboration:** Act as a liaison to the California Farm Bureau and ensure Sacramento County's voice is represented in state-level agricultural policy and programs; maintain relationships with other county Farm Bureaus and agricultural organizations.
- **Communications:** Serve as a spokesperson representing the farmers and ranchers in Sacramento County; manage media relations, member communications, website, printed publications, and social media; deliver public presentations on behalf of the organization; keep the Board alerted and informed on issues and problems with which they will be directly concerned.
- **Financial Management & Fundraising:** Develop and manage the annual budget, maintain financial controls, direct handling of receipts and disbursements, and lead fundraising and development efforts to ensure sustainability.
- **Membership & Outreach:** In collaboration with the Board of Directors, build and retain membership through targeted programs, events and member services, assist members with regulatory issues.
- **Programs & Partnerships:** Oversee member programs, the Sac FB Ag Foundation, and Sac YF&R; cultivate community and industry partnerships.
- **Staff & Operations:** Exercises direct authority and supervision of employees, including hiring, firing, and performance evaluation; organizes and directs office

business procedures and routine work; maintains office operations and facilities; manages vendor and tenant relationships as needed.

- Governance & Compliance: Support Board governance, fulfill fiduciary duties for affiliated funds/trusts, and ensure compliance with nonprofit requirements.

Qualifications

- Bachelor's Degree required
- Relevant experience in agriculture, nonprofit management or related fields; leadership experience preferred.
- Excellent communication skills: both written and oral
- Strong financial literacy and experience with budgeting and fundraising.
- Excellent interpersonal, public speaking and relationship building skills.
- Proficiency with office technology, social media and web content management.
- Demonstrated ability to manage staff, programs and partnerships.
- Detailed oriented, strong organization skills, and productive time management
- A strong work ethic with a drive to consistently better themselves and the organization.
- Valid CA driver's license.

Authority and Board Oversight

- ED authority: day-to-day operational decisions, staff supervision, routine media/content and office management.
- Board approval typically required for: annual budget and major budget changes, large expenditures or new programs, staffing changes, major policy or strategic direction.
- Additional duties may be assigned as needed by the Board or President.

Physical & Work Conditions

- Position will work out of the SCFB office located in Elk Grove, CA.
- Ability to attend meetings and events outside of normal business hours, including occasional weekends and ability to travel with overnight stays at times.
- Ability to present to groups, sit for extended periods, be outside and move over various surfaces, and occasional lifting (40-50 lbs.)

Application

- All questions regarding this position can be sent to executivedirector@sacfarmbureau.org. Please, no phone calls.
- Interested applicants should send a cover letter and resume to: Walt Hardesty, SCFB President, at executivedirector@sacfarmbureau.org
- Position open until filled.