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(707) 263-0911
www.lakecofb.com

Executive Director

The Lake County Farm Bureau is hiring an Executive Director. This is a dynamic position for a motivated, knowledgeable and passionate person who can advocate on behalf of Lake County agriculture and administer its various programs.

About the Organization

Lake County Farm Bureau (LCFB) is a non-profit, advocacy organization, created in 1924, created for the purpose of representing the interests of Lake County's farmers, ranchers, and agricultural businesses. LCFB also administers the Irrigated Lands Regulatory Program in Lake County. The LCFB office is located in Lakeport, CA.

Summary

The Executive Director oversees the entire LCFB, as well as their charitable non-profit organization, Lake County Farm Bureau Education Corporation (LCFBEC), under the direct supervision of the LCFB President. The Executive Director interacts with and supports the Board of Directors, supervises personnel, and manages the organization's day-to-day activities. The Executive Director implements the policies set forth by the Board of Directors, and moves the organization forward to achieve the mission, goals, and objectives.

Responsibilities

1. The Executive Director serves as staff support for the Board:
 - Prepares materials, information, and recommendations for regular and special Board meetings
 - Inform Board and committees of upcoming meetings and pertinent information
 - Implements decisions made by the Board
 - Implements the Board's policies and strategic planning goals
 - Supports Board committees and utilizes Board members' individual skills and talents to the organization's advantage
 - Works collaboratively with Board members, staff, volunteers, and members
2. The Executive Director manages the LCFB Education Corporation (LCFBEC)'s Irrigated Lands Watershed Program:

- Prepares and submits annual invoices and mandated paperwork to participants of the program; receives and accounts for all payments and mandated paperwork for participants
 - Manages Watershed Program database
 - Attends Sacramento Water Quality Coalition (SVWQC) meetings on behalf of the Watershed Group
 - Works with participants to ensure completion of mandated paperwork, and understanding of overall program
 - Submits reports to SVWQC and the Central Valley Regional Water Quality Control Board.
3. The Executive Director oversees the day-to-day administration, operation, and management of the Lake County Farm Bureau & Education Corporation:
- Supervises and/or participates in office programs, projects, and general office procedures
 - Handle routine correspondence and inquiries
 - Supervises maintenance of grounds and building
 - Assigns, delegates, and supervises daily staff activities
 - Recruits, hires, trains, personnel as needed under direction of the Executive Committee
4. The Executive Director serves as the public face and voice of the organization and the Board:
- Attends local and regional meetings with partners such as the California Farm Bureau Federation, Winegrape Commission, Board of Supervisors, Planning Commission, California Women for Agriculture, etc.
 - Delivers presentations on LCFB programs and activities as appropriate
 - Serves as the Board spokesperson when interacting with landowners, governmental representatives, organizational representatives, and other individuals and groups. Represents agriculture on various stakeholder committees.
 - Prepares and submits estimated expenses for attending pre-approved meetings, workshops, classes, and conferences. Furnished post-event report to the Executive Committee and Board.
5. The Executive Director manages the LCFB & LCFBEC's financial stability:
- Develops, executes, and monitors annual budgets
 - Prepares monthly financial reports for review with the Treasurer and Board of Directors
 - Prepares quarterly reports for the state and federal taxes
 - Serves as office bookkeeper by paying bills, payroll, invoicing, making deposits and balancing books monthly in accordance with banking statements.
 - Maintains accurate financial records, with detailed records of income and expense information
 - Collects and prepares payment for all funds associated with LCFB events, and prepares financial event review for the Board,
6. The Executive Director serves as the Farm Bureau Membership Coordinator:

- Maintains current membership, and acquires new members
 - Develops membership goals and strategies with Membership Committee
 - Develops mailing material and prepare general and special mailings
 - Assists insurance agents with membership processing
 - Design and prepare LCFB's quarterly newsletter, *Lake County New & Reviews*, to be sent to membership
7. The Executive Director serves as the Event Coordinator:
- Prepares invitations, mailings, attendee lists, programs, and materials for various LCFB events
 - Obtains necessary applications for liquor/food licenses, building rentals, supplies, caterers, insurance, etc.
 - Supervises and/or participates in registration table, set-up, clean-up, etc.
 - Purchases and deliver supplies & materials
8. The Executive Director serves as the Corporate Secretary:
- Gives all notices required by the bylaws and/or statute
 - Files all required forms with the California Secretary of State's office
 - Record the minutes of all regular and special meetings of the organization, whether members, Board, or committee, and prepare safeguard permanent transcripts thereof. After approved, file in the permanent minutes book.
 - Has custody of, and by the corporate secretary's signature validate the affixing of, the corporate seal.
 - Update, maintain, and safeguard the corporate records, including the Articles of Incorporation and Bylaws, Uniform Membership Agreement with California Farm Bureau Federation, book of minutes, statements of annual audit, and similar vital documents.

9. Other Tasks

Perform other duties as may be incidental to the position, or as may be assigned by the LCFB President or Board of Directors.

Required/Desirable Qualifications:

1. Bachelor's degree or equivalent work experience in agriculture or related field, and/or administrative or business related field
2. Successful experience in a leadership position
3. Experience working with a board of directors
4. Strong social, verbal, and written communication skills in these areas:
 - Government and community groups
 - Public speaking
 - Agricultural Advocacy

Salary

- \$50,000/year base salary commensurate with qualifications and experience
- Health insurance stipend
- Paid vacation and sick leave
- Use of personal vehicle is required with reimbursement at federal rate

To Apply

Interested candidates should mail a cover letter, resume, and two letters of recommendation no later than March 15th to:

Lake County Farm Bureau
65 Soda Bay Road
Lakeport, CA 95453

OR email the same documents to lcfarmbureau@sbcglobal.net with “LCFB Executive Director Job Application” in the subject line.

Questions: Call 707-263-0911 or visit our website at lakecofb.com for additional information