

San Luis Obispo County Farm Bureau
Position Opening: Executive Director



ABOUT OUR ORGANIZATION

San Luis Obispo County Farm Bureau is a 501(c)5 non-profit membership organization that has advocated for agriculture since 1922. Learn more at slofarmbureau.org

ABOUT THE POSITION

The Executive Director will work directly with the Board of Directors in supporting San Luis Obispo County farmers, ranchers, and agribusinesses. This position requires strong communication skills, attention to detail, and the ability to work in a fast-paced environment. The Executive Director will educate our community about the importance of the local farmers and ranchers who create San Luis Obispo County's \$2.5 billion agricultural economy.

The Executive Director oversees all San Luis Obispo County Farm Bureau operations including government affairs, financial reporting, property management, employee management, membership recruitment, events, board of directors administration, public relations, and communication.

Applications will be accepted until **January 12, 2024** and the position will remain open until filled. Applicants should send an email to **slocountyfarmbureau@gmail.com** that includes the following:

- A cover letter that introduces you and explains your interest in this position.
- A resume detailing your educational and professional background.
- (Optional) Copies or links to relevant samples of your work (e.g., media interviews, public speaking, writing).

Subject to the availability of the applicant, the ideal start date for this position is **February 2024**. Special short-term accommodation may be possible for an initial transition period prior to beginning the full-time, in-person position.

All applications will be treated as confidential. Farm Bureau reserves the right to request references from applicants selected for an interview. Interviews will be held in-person in San Luis Obispo, but out-of-area candidates may interview remotely.

MINIMUM QUALIFICATIONS

- Bachelor's Degree or substantial work experience
- Excellent oral and written communication skills
- Competency in Microsoft Office programs and ability to learn other software
- Ability to understand financial statements and follow a budget
- Ability to attend meetings requiring overnight stay for up to 15 nights per year
- Willingness to work nights (at least twice per month) and occasional weekends
- A valid driver's license and ability to travel daily to San Luis Obispo
- Ability to lift 40 pounds

IDEAL QUALIFICATIONS

- Education or work experience related to agriculture or public policy
- Experience with public speaking, media relations, or advocacy campaigns
- Experience managing an organization and overseeing employees
- Experience in membership recruitment, industry relations, or government affairs
- Ability to produce engaging social media content using Canva or similar programs

- Experience with Constant Contact or other email marketing software

COMPENSATION & BENEFITS

- This is a full-time, exempt, salary position. Compensation will be competitive and based on experience starting at \$100,000 a year. This position is considered “at will employment” subject to termination at any time.
- Eligibility for health, dental, and vision insurance coverage.
- Paid time off earned on an accrual basis as follows: months one-six: nothing accrued; months 7-12: 3.33 hours/month accrued; and years two-five 6.67 hours/month accrued; Company-paid holidays; and other paid leave as required under California and federal law.
- SLO County Farm Bureau fosters a family-friendly work environment that allows for flexible hours when family care and personal needs arise.
- You may regularly be required to work nights and weekends, but normal office hours are 7:30-4:30pm Monday-Friday.

DUTIES OF THE POSITION

Organizational Management

- Manages the Deputy Executive Director position and contractors.
- Prepare financial reports and compile other information as requested by the Board of Directors.
- Prepare monthly meeting agendas for Executive Committee and Board of Directors meetings.
- Ensure office building and property are maintained.

Communication & Membership

- Create engaging communication content to strengthen awareness of SLO County agriculture and Farm Bureau primarily through social media and email marketing.
- Implement member recruitment and engagement strategies to demonstrate the value of Farm Bureau.
- Interact in a professional manner with Farm Bureau members and the public.

Government Affairs and Industry Outreach

- Maintain an in-depth understanding of the local agricultural economy and policy issues.
- Speak on behalf of Farm Bureau in front of community organizations, media outlets, elected officials, and agricultural stakeholders.
- Develop and implement policy advocacy strategies based on policy positions of the Board of Directors and members.
- Work closely with California Farm Bureau on government affairs and membership programs.

Other Duties

- Be willing to complete any task given by the Board of Directors.