

**FARM BUREAU of VENTURA COUNTY**  
**JOB DESCRIPTION**

Position: Chief Executive Officer (CEO)

Reports To: Board of Directors

**POSITION SUMMARY**

The CEO provides broad leadership and direction to Farm Bureau of Ventura County. The CEO's priority is to sustain the Mission and Strategic Plan of the organization over the long term by the successful execution of association policy objectives. The CEO is foremost an advocate and acts as the most visible association representative to various sectors of the community, including government, the media, education, business, and cultural institutions. The CEO functions under the policy direction of the Board of Directors, and the direct supervision link with the Board is the FBVC President.

**DUTIES AND RESPONSIBILITIES**

- **FINANCIAL.** Manages the fiscal affairs of the association in accordance with best non-profit management practices. Prepares the annual budget for Board consideration, and following its adoption and/or amendment, operates the association in accordance with the budget.
  
- **STAFF.** Has direct authority over and responsibility for all association employees, and for the daily management of all office operations and activities.
  
- **POLICY DEVELOPMENT.** Develops alternatives and makes recommendations to the Board regarding overall strategic direction, policy development, and issues management. Researches and develops information and prepares recommendations on issues and opportunities that may be of concern or interest to the agricultural industry of Ventura County. Foresees future concerns so that policy may be developed proactively rather than reactively.
  
- **FARM BUREAU SYSTEM.** Recognizes and understands the operational philosophies of the California Farm Bureau's federated structure, and maintains a good working relationship with the affiliated companies within the CFB. Provides administrative oversight for such programs of the association that may exist in its relationship with the CFB.
  
- **COMMUNICATIONS.** Serves as Editor of the bimonthly FBVC membership newsletter and publisher of the quarterly Central Coast Farm & Ranch Magazine. Creates and maintains good community visibility and sound public relations for the FBVC and its activities. Administers and provides content for the association's website and social media accounts. Has lead responsibility for all media contacts, whether at the local, state, or broader level. Keeps the board fully informed of issues of concern to Ventura County agriculture.

- EXECUTION OF ASSOCIATION POLICY OBJECTIVES. Closely works with elected officials and their staff members at municipal and county levels. May also occasionally work with CFB representatives in pursuit of policy objectives at state and national levels.

Monitors legislative and regulatory programs at the local and county levels, and the activities of the Ventura County Board of Supervisors and other special districts and entities that could affect FBVC members.

Represents the association on committees and advisory boards at the local and county levels, and at the recommendation of the CAFB, at state or national levels.

Participates with other county Farm Bureau managers and executive directors in statewide programs to advance shared FBVC and CFB policies and programs.

- MEMBERSHIP. Creates and implements a robust membership recruiting and retention program focused on the value of Ventura County agriculture and FBVC to county growers and the county agriculture service industry.
- LOCAL AFFILIATED ENTITIES. The CEO provides administrative oversight, management, and/or leadership for other programs or entities as directed by the Board from time to time. Currently there are four of significance:

*Ag Center, Ltd.* This is a limited partnership wherein the FBVC is the general partner with two limited partners for the purpose of owning and operating the real estate and building at 5156 McGrath Street. The CEO is charged with all property management functions, including drafting and management of leases, collection of rents, and preparation of financial statements. These functions are performed under the direction and oversight of the FBVC Board of Directors

*Ventura County Agricultural Irrigated Lands Group.* This sub-committee of the Board of Directors was created to provide a process and organization for Ventura County grower members to meet the requirements of the Ag Order for Irrigated Lands adopted by the Los Angeles Regional Water Quality Control Board. The CEO serves as Chair of the VCAILG steering committee, and has day-to-day responsibility for managing all elements of the VCAILG program. The CEO also represents Ventura County agriculture on various related committees, and manages related communications with members, the public, and the Regional Water Quality Control Board.

*Ventura County ACP-HLB Task Force.* This program was launched in January 2010 to coordinate the Ventura County citrus industry's response to the threat posed by the Asian citrus psyllid and the fatal disease it vectors, Huanglongbing. The CEO serves as a member of the Task Force, which includes citrus growers, packinghouse managers, pest-control advisors and applicators, and provides strategic guidance and support for its educational activities.

*Sustainable Agricultural Lands Conservation program.* This program is a continuation of a program established in November 2019 to develop an application for a SALC planning grant from the California Department of Conservation, to develop a comprehensive agricultural land conservation program for Ventura County. The CEO convenes the Ag Roundtable group, and serves as a member of the “core group” responsible for preparing necessary documents and coordinating with consultants; the DOC; and the Ventura County Resource Management Agency, which is the grant recipient, and the County Agricultural Commissioner’s Office, which is the grant administrator.

- *Ventura County Farm Bureau Foundation for Agriculture.* This is a 501c (3) nonprofit established by FBVC in 2008 to raise funds to support activities that reinforce the long-term viability of Ventura County agriculture through education, research and public outreach. The CEO serves on the foundation board as managing director.
- OTHER DUTIES. Performs other duties and responsibilities as may be assigned from time to time by the Board of Directors and under the supervision of the FBVC president.

### **KNOWLEDGE, SKILLS, & ABILITIES**

The CEO must have broad skills and experience in dealing with a voluntary membership association. The individual must have deep experience in dealing with governmental bodies of various types at the county and regional levels, including political and regulatory entities. The CEO must be an excellent oral and written communicator, and be intimately familiar with the roles and activities of local government that affect agriculture. The individual must be skilled at consensus building and at coalition building, and must be able to work successfully with individuals and organizations representing alternative points of view. The candidate must have successful experience in working with a board of directors, and in managing a small office staff. Working knowledge of best business practices in office systems, financial reporting, web-based communications, and in personnel management is essential. The successful candidate must be a leader and advocate, and have a passion for agriculture.

- Accountable and trustworthy
- Visionary and forward-thinking
- Proactive
- Flexible and nimble
- Understanding of Ventura County agriculture
- Marketing
- Business management
- Human resources/Supervision
- Communicative, persuasive, collaborative
- Fair

### **CREDENTIALS AND EXPERIENCE**

Four-year college degree.

Five years of association management experience or equivalent.  
A record of involvement in the agricultural-urban interface sphere.  
Five years of experience in area of government relations, lobbying, or organizational advocacy.

**COMPENSATION**

\$120,000- \$140,000

Compensation will be negotiated commensurate with candidate's qualifications and experience. Normal health, vacation, retirement, and other benefits apply.

**TO APPLY**

To apply, please submit your resume and a cover letter to [Maureen@FarmBureauVC.com](mailto:Maureen@FarmBureauVC.com) by March 16<sup>th</sup>, 2026 or earlier.