



# California Wheat Commission

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## **Job Announcement Executive Director**

This position is located in Woodland, CA.

To apply for this position: Send cover letter and résumé to Search Committee, c/o Cymantha Fredrickson, California Wheat Commission. Prefer electronic communications: [info@californiawheat.org](mailto:info@californiawheat.org). Please submit resumes by Friday, November 27, 2009.

The California Wheat Commission is seeking applications for the organization's Executive Director. The California Wheat Commission is in place to develop and maintain domestic and international markets for California wheat and support research that improves California wheat quality and marketability. The Commission, operating under the California Food and Agriculture Code, is funded by wheat growers and is guided by a board of eighteen members and their alternates, consisting of wheat farmers, wheat handlers, and public members. California wheat production covers 500,000- 800,000+ acres in any given year.

### MAJOR AREA OF RESPONSIBILITY:

The Executive Director is the California Wheat Commission's Chief Executive Officer, business manager, information liaison, and advisor. The Executive Director implements and continuously evaluates the policies, activities and legislative intent of the California Wheat Commission. The Executive Director has the primary and shared responsibility for areas such as strategy development and execution, management, product and program development, distribution channel development, public relations, marketing communication, market research and constituent service. The Executive Director is the principal representative in all matters of the California Wheat Commission

**Qualifications:** We are looking for an energetic person with a track record of association and board management. Minimum of Bachelor's degree required. 5-7 years experience in the following areas: management of a board and organization, public speaking, budget preparation and implementation, accounting, staff oversight and management. Demonstrated skills in marketing, research and public relations. Ability to be successful working flexibly in a fast-paced, complex domestic and international marketing environment. Demonstrated skill in written and oral communication with private industry, government agencies and international clientele. Skill in building highly motivated, service based staff. Agriculture background preferred.

Salary is commensurate with experience. Competitive compensation package. References will be required.

**Special Conditions of Employment:** This is subject to a reference check. Non smoking work environment. Valid CA driver's license required. Travel required.

## **CALIFORNIA WHEAT COMMISSION**

### **POSITION DESCRIPTION**

**POSITION TITLE: Executive Director – California Wheat Commission**

**Other Titles: Executive Director – California Grain Foundation (reporting to the California Grain Foundation Board of Directors)**

**REPORTS TO: Board of Directors – California Wheat Commission**

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### **SPECIFIC FUNCTION AND RESPONSIBILITIES:**

1. Supervision of staff, including assignment of task, hiring, firing, discipline and proposal of merit increases and promotions.
2. Administration of Commission resources, payment of bills, maintenance of equipment and furnishings and oversight of all correspondence.
3. Preparation and administration of an annual budget, providing monthly budget reconciliations and explanations of significant deviations from planned expenditures.
4. Administration of the collection of the Wheat Assessment.
5. Liaison with the California Department of Food and Agriculture, United States Department of Agriculture and other such agencies as necessary.
6. Cooperation with such legal and accountancy counsel as provided by the Commission and compliance with and keeping up-to-date of all legal obligations of the Commission.
7. Informing the Chairman and the Administrative Committee of all matters pertinent to the operation of the Commission, its offices and staff.

8. Arrangement of Commission meetings and provisions of support necessary for their successful conclusion.
9. Organization and conduct of meetings throughout the state in conjunction with District Commissioners in order to inform growers of the activities which their contributions through the Wheat Assessment are providing.
10. Conduct of Commission contacts with foreign trade teams and missions, consular officers and official trade representatives and provide follow-up correspondence and the initiation of new contacts as may be required or pertinent to the objectives of the Commission.
11. Maintenance of contacts and exchanges of information with Grain Trade, Industry Associations, and other public groups or individuals which may affect the interests of the Commission.
12. Monitoring information sources, analysis and reporting of all pertinent news to the Commission and its Officers.
13. Preparation of newsletters/announcements/information to be distributed to all wheat growers in the state.
14. Accumulation of data and establishment of a statistical archive pertaining to the Wheat Industry of California.
15. Preparation of articles and news releases and arrangement of other contacts with the media which will maintain a positive image for the wheat industry of California and contribute to a well informed agricultural community and general public about matters affecting the wheat industry of this state.
16. Attendance and presentations at grower, industry and allied industry meetings.
17. Outreach to media on Commission activities and issues.
18. Provision of support and follow-up to committee projects. (Market Development and Research)
19. Research and preparation of projects for consideration of committees.
20. Evaluation of and reporting upon production and market trends.
21. Evaluation of and reporting upon USDA policies which affect California Wheat research projects and the access of California Wheats to the world markets.
22. Assumption of such responsibilities and execution of such projects as directed by the Commission and its Chairman.
23. Awareness and understanding of the Commission law.
24. Oversight and promotion of California Wheat Commission laboratory.