



Fayette County Farm Bureau  
1316 Versailles Road  
Lexington, KY 40504  
859-253-0023

Job Title: Director of Operations  
Location: Lexington, Kentucky  
Terms: Full time with occasional evenings, weekends, and travel as needed  
Salary: Salary and Benefits to commensurate with experience

About us: FCFB is an equal opportunity employer that advocates for the agricultural community of Lexington/Fayette County through grassroot efforts promoting the benefits of agriculture. FCFB strives to connect Civic and Agriculture Leaders, nurture leadership and development opportunities to members and youth to encourage the growth of agriculture.

About the role: This position reports to both FCFB Federation Board of Directors and FCFB Education Foundation Board of Directors providing strategic oversight and assistance to the various efforts of the organization. This position also serves as liaison to Kentucky Farm Bureau, LFUCG, local schools and the agriculture community.

#### Responsibilities:

- Create plans for the completion of goals and objectives in coordination with the FCFB Federation Board of Directors and FCFB Education Foundation Board of Directors
- Work with volunteers/community partners on fundraising events
- Oversee all external communication materials including, website, marketing materials and social media content
- Manage all fiscal accounts and maintain legal records, bylaws and policies
- Represent Fayette County Farm Bureau while participating in community, state and national events to increase awareness and advocate for Fayette County Farm Bureau's causes/lobbying efforts
- Develop strategic partnerships to increase community awareness and grow membership
- Other duties assigned by the Board(s) of Directors

#### Candidate Requirements:

- Goal oriented with a strong/ self-motivated work ethic
- Dedicated to all forms of agriculture practices
- Excellent leadership and relationship building skills
- Proficient in Quickbooks, Word, and Excel
- Proficient in both written and verbal communications
- Strong time management, organization, and analytical skills
- Non-profit organizational knowledge and Robert's Rules of Order a plus

Qualifications:

- Combination of formal education, training and experience to acquire knowledge and skills generally equivalent to those possessed by a High School graduate with two years of higher education or experience.

Physical Requirements:

- The physical requirements of this position include regularly sitting at a computer workstation for extended periods of time and performing tasks with repetitive motions; occasionally standing or walking with objects weighing up to 25 lbs.; occasionally lifting, pushing, and/or pulling objects and some job-related travel.

Environment factors:

- Standard office lighting, temperature and noise, working indoors, working outdoors if needed. Exposure to agriculture industry environmental factors when required.

Disclaimer:

- FCFB maintains broad salary ranges for its roles in order to account for variations in knowledge, skills, experience, and market conditions. Candidates are typically placed into the range based on the preceding factors as well as internal peer equity.

EEO:

- As an Equal Opportunity Employer, we strongly encourage veterans, individuals with disabilities, women, and minorities to consider our employment opportunities.

Background Check and Requirements for Interview Consideration:

- Valid driver's license with a good driving record.
- After a conditional offer of employment, all job applicants will be required to pass pre-employment screenings. These screenings may include a national background check and/or drug screen.
- Note: This form is not used to obtain consent and is for informational purposes only.

Please submit the following to [info@fayettecofarmbureau.com](mailto:info@fayettecofarmbureau.com):

- **Cover Letter:** Highlight your connection to agriculture and your vision for promoting and preserving a future for agriculture.
- **Resume**

**Deadline to Apply: 04/25/2024**