



CAREER
OPPORTUNITY

VICE PRESIDENT OF FINANCE+ ADMINISTRATION

Finance & Administration Department

**NORTH AMERICAN BLUEBERRY COUNCIL+
U.S. Highbush BLUEBERRY COUNCIL**
FOLSOM, CALIFORNIA

SALARY: \$185,000–\$215,000 DOE/DOQ

EXPLORE PROFESSIONAL GROWTH AND IMMENSE POSSIBILITIES IN THE BLUEBERRY INDUSTRY! The North American Blueberry Council (NABC) and the U.S. Highbush Blueberry Council (USHBC) seek a Vice President (VP) of Finance and Administration. This is a newly created position that will assist the President with expanding both the trade organization and the **USDA commodity board**. This position will be part of the executive team and a critical partner for the President in achieving their expansion goals, while overseeing the day-to-day operations, business and finance of the organization and budgeting processes of a \$14+ million budget. The ideal candidate will have experience as a financial adviser and operations executive, and will demonstrate strong interpersonal skills as they manage vendors and collaborate with other executive staff and volunteer leaders. This position will be responsible for the development of a four-member team. The two divisions include oversight of the functional areas of policies, procedures, operations, facilities, human resources, benefits, information technology, and oversight of finance and compliance. The VP will ensure internal financial and operational controls are managed reliably and effectively. The ideal candidate will also have experience in setting high standards, achieving goals, setting appropriate fiscal controls, forecasting and, ideally, understand the USDA commodity board industry and/or have a background with complex grant or federal finance compliance experience. This leader will be a strategic business thinker with experience as a capable and communicative leader. Join us in shaping the future of the blueberry industry—*apply today!*

[CLICK
LINK](#)

the organizations

The NABC is a membership organization that is a key advocate for the success and profitability of the highbush blueberry industry. It assists its members by addressing market access issues, provides counsel in the development of standards for quality and food safety, and serves as a voice for the industry in Washington, D.C. Both councils' board members are located across the U.S., with the business offices located in Folsom, California. The NABC encourages cooperation among the international blueberry communities; provides members with timely, market-relevant information and advice on good industry practices; and heads a Government Affairs Committee that serves as a voice in legislative and regulatory matters on behalf of the blueberry industry in conjunction with other agricultural groups and coalitions.

The USHBC supports blueberry growers throughout the Americas and supports the health of the blueberry industry by educating, researching and driving consumer demand. It also improves grower and handlers' participation to advance the blueberry industry's goals, and initiates activities that increase demand for highbush blueberries.

Between both organizations there are 13 total staff members and an annual budget of \$14+ million.

the department

THE FINANCE AND OPERATIONS FUNCTIONS have been aligned to create a new Finance and Administration Department. It will include a four-person staff, including a Finance Manager and a Director of Operations, with support staff for both.

the community

JUST 30 MINUTES FROM SACRAMENTO and two hours from the Bay Area, Folsom offers a mild climate year-round to enjoy a myriad of outdoor activities, cultural events, shopping and dining. The area's history is filled with Gold Rush-era greatness, Johnny Cash and preservation of its nature and arts. With a historic downtown, proximity to a multitude of recreational activities, including hiking, biking, horseback riding, water skiing, boating and camping at the 20,000-acre Folsom Lake Recreation Area, Folsom is a vibrant community that ties together Old-World charm with modern amenities and proximity to world-class urban centers. Folsom is known in the region for top elementary through high school education institutions and is close to a host of other higher education options (CSU-Sacramento, UC Davis, Folsom Lake College, William Jessup University, MTI, American River College, Sierra College). The city has an approximate population of 81,000.



the job

THE VICE PRESIDENT OF FINANCE AND ADMINISTRATION will champion the financial and operational success of both organizations—the NABC and USHBC. In close collaboration with the President, who serves to grow the organizations externally, the Vice President (VP) will work internally as a strong and confident financial and administrative executive partner. This position will assist with the management of all staff across the organization and have a team of two direct reports. This position will be fiscally responsible for a complex, heavily compliance-driven budget of approximately \$14+ million. The VP will be at the forefront of NABC and USHBC's growth, and ensure that internal financial and operational controls are managed reliably and effectively. The VP will develop and manage the annual budget and financial forecasting, ensure accuracy of accounting, allocate funds, produce financial reports, ensure the timely collection and accuracy of fees, and assist with developing a strategic plan. They will present to executives, board and committee members, and will work with internal and external compliance and regulatory auditors.

As an executive leader, the VP will actively partner with the Director of Organizational Development, People and Culture to create and support a positive, respectful and innovative work environment. The VP will also serve as a mentor for departmental staff, providing opportunities for professional development as they grow in their careers. They will manage expectations and serve as a liaison with outside vendors in the areas of IT, finance, compliance and human resources. Above all, the VP will manage operations with a futuristic mindset, with an in-depth understanding of the role they play in the future.



EMPLOYMENT STANDARDS

Education: Bachelor's degree in business administration, finance or a closely related area.

Experience: Seven (7) to ten (10) years of increasingly responsible experience in finance and/or business administration, including at least two years of supervisory experience.

HIGHLY DESIRED

Education: Master's degree in business administration, finance, or a closely related area.

Certification: CPA status.

the ideal candidate

THE IDEAL CANDIDATE IS A **STRATEGIC LEADER** with a visionary and inclusive mindset. They will have a strong background in finance and administration, including financial forecasting, and experience managing a complex budget in a highly regulated industry. The VP will strive to use the budget as a tool to create new possibilities and advise on financial decisions, taking calculated risks while demonstrating good judgment and a willingness to try new strategies. Experience with government accounting, grants management and/or highly regulated compliance accounting is vital in this role. The successful candidate will be able to analyze industry-wide trends and ensure that relevant guidelines are followed. They will work in conjunction with the Director of Business Intelligence in building forecasts and projecting future revenues. The VP will lead with integrity, emotional intelligence and strong organizational development skills, and have a proven history of leading highly effective teams. They will be a flexible, open-minded and collaborative executive leader, who will also be a strong presenter and public speaker, and keep executives, boards and committee members informed.



The ideal candidate will demonstrate the following core competencies:

Change Agility: Adapts easily to change and remains effective in situations of ambiguity.

Initiative: Proactively takes action to ensure that audits for compliance and fiscal health are frequently conducted.

Results-Oriented Leadership: Uses finance and administration to uphold the current initiatives of the NABC and USHBC. Continues to improve key performance indicators and report results.

Strategic Thinking: Plans and makes decisions with future impact in mind—ensuring that funds are strategically allocated to create a positive impact in the organization(s).

Problem Solving: Shows good judgment in assessing problems and identifying relevant solutions.

Organizing and Planning: Demonstrates exceptional organizational skills in managing projects, assessing budgets and delegating work.

Financial Acumen: Effectively monitors and grows the financial health of the organizations. Interprets financial data to support the Council's current goals and future initiatives.



CURRENT GOALS

The new Vice President of Finance and Administration will contribute to NABC and USHBC's organizational process improvement, including:

ANNUAL BUDGET CREATION. Work collaboratively with other executive leadership and program managers to build and implement the annual budget, ensuring that funds are allocated to major projects and growth opportunities.

VALUE ASSESSMENT. Participate in an updated assessment to determine total value of industry goods to accurately forecast market trends and growth opportunities.

FINANCIAL CONTROLS. Set up standard financial controls for optimal fiscal health, compliance, data collection and performance tracking.

FINANCIAL MANAGEMENT. Ensure successful compliance and management of audits. Ensure all policies and processes are followed along a strict finance calendar, and ensure that council and finance committee management are prioritized and administrated with excellence.

POSITIVE CULTURE BUILDING. Partner with the Director of Organizational Development, People and Culture to create an encouraging, supportive, and inclusive culture in the Finance and Administration Department—including conducting annual staff reviews, providing resources for professional development and building visionary succession plans.

salary+benefits

The annual salary range is: **\$185,000–\$215,000 DOE/DOQ**, plus a generous benefits package that includes:

RETIREMENT. After one year of service, retirement funds are deposited monthly by NABC directly to an accredited retirement fund of the employers choosing at a rate of 7.5% of yearly income.

MEDICAL/DENTAL/VISION INSURANCE. Coverage for employee only.

VACATION. Commensurate with years of service.

SICK DAYS. Five days of paid sick time upon start; total 10 days per year after one year of service.

PAID HOLIDAYS. 11 per year.

*Relocation to the area is required, with relocation assistance negotiable. A hybrid work schedule may be considered for the right candidate!



how to apply

For first consideration,
apply by **FEBRUARY 26** at:



WBCP JOB BOARD

SECURE THE DATES

Virtual interviews will be held on **MARCH 11** and **12**. Finalists will move forward to a round two, virtual panel interview on **MARCH 19**. In-person interviews on **MARCH 25**. Selected candidates must be available for all dates.

Please contact your recruiter, Wendi Brown, with any questions:
541.664.0376 direct | **866.929.WBCP (9227)** toll free
wendi@wbcpinc.com



NABC is an Equal Employment Opportunity Employer.

