



Recruitment Announcement: Executive Director

*Columbia Gorge Fruit Growers Association
Hood River, Oregon*

June 25, 2025

Columbia Gorge Fruit Growers Association (CGFG) is recruiting an Executive Director who is highly motivated to work in support of the tree fruit industry in the Mid-Columbia region. CGFG is a 501(c)(5) nonprofit organization located in Hood River, Oregon that represents the interests of the pear, cherry, and apple growers in the Mid-Columbia region.

The Executive Director is the sole full-time employee of our organization, responsible for the day-to-day operations and managing programs and finances. In addition, the position is responsible for serving as the face of the organization, executing strategic direction provided by the Board of Directors and implementing a high-quality vision.

A strong Executive Director is a self-directed and detail-oriented person, capable of working collaboratively and proactively with diverse groups of people, and has excellent communication, public speaking, and people skills.

Reporting to the Board of Directors, the Executive Director is responsible for executing major goals and objectives for the organization, and creating outreach and advocacy opportunities on behalf of the industry. The Executive Director represents CGFG to the community, including members, supporters, government agencies, legislators, and the general public.

Position Description:

Classification: Full Time (40 hours/week)

FLSA Status: Exempt

Job Description

Please see the attached job description for more details on the position.

Compensation & Benefits

Salary Range \$75,000 – 90,000 per year (depending on experience and qualifications)

Benefits include health and retirement stipends, and paid time off.

Job Location: Regular attendance on-site required at CGFG office in Hood River, Oregon.

Proposed Start Date: Flexible

How to Apply

Interested candidates should submit a cover letter, resume, and name/contact info for two references to the Board of Directors at office@cgfg.org. Applications will be accepted until the position is filled.

Questions can be directed to Lesley Tamura at office@cgfg.org. Email is the best method of communication; our office is currently open by appointment only.

Additional information about Columbia Gorge Fruit Growers is available at www.cgfg.org.

Job Description: **Executive Director**
Columbia Gorge Fruit Growers Association

CGFG Summary:

Columbia Gorge Fruit Growers (CGFG) is a 501(c)(5) nonprofit association representing the interests of local pear, apple and cherry fruit growers in the five counties of Hood River, Sherman and Wasco in Oregon; and the counties of Klickitat and Skamania in Washington. The association's purpose is to encourage and promote the best interests of its members and the tree fruit industry; formation of sound practices, standards, regulations, and legislation; research and education in production and marketing affecting the Mid-Columbia fruit industry; compiling statistical data for the industry; and promoting the sustainability and profitability of the tree fruit industry.

Position Description:

Reports to: Board of Directors

Classification: Full Time (40 hours/week)

FLSA Status: Exempt

Location: Regular attendance required on-site at CGFG office in Hood River, Oregon

We are looking for a full-time Executive Director (ED) to oversee all operations, functions and activities. You will be the face of the organization, executing strategic direction provided by the board of directors and implementing a high-quality vision. An excellent executive director is a self-directed person capable of working collaboratively and proactively with diverse groups of people. They have strong communication skills (verbal, written, and public speaking).

Reporting to the Board of Directors, the ED is responsible for implementing policies established by the Board of Directors, executing major goals and objectives for the organization, having overall day to day operational responsibility for CGFG and creating outreach opportunities on behalf of the industry. The Executive Director represents CGFG to the community, including members, supporters, government agencies, legislators, and the general public.

Preferred Qualifications:

- Associates degree or higher.
- Knowledge of agricultural industry.
- Strong organizational skills.
- Ability to self-direct work with minimum supervision.
- Excellent oral and written communication skills.
- Ability to keep accurate and current fiscal records.
- Interest in legislative process.
- Ability to write and administer grants.
- Ability to collaborate with others frequently.
- Available to travel within the Pacific Northwest occasionally for meetings and events.
- Actively seeks opportunities to network within the industry.

Responsibilities:

Executive Director operates under the general direction of the Board of Directors to plan and administer programs and services to members.

Organizational Requirements

- Develop and implement operational plans, policies, and goals that further the mission of the association while ensuring that all daily activities and long-term plans meet established policies and legal requirements.
- Facilitate and oversee programs and services, including (but not limited to) weather station network, frost forecast program, trainings/workshops for members, etc.
- Collect and compile statistical data at regular intervals.
- Evaluate services and programs and recommend modifications where appropriate. Recommend and/or provide input on new programs.

Leadership & Management

- Direct and oversee short- and long-term strategic plans.
- Communicate with and direct efforts of contractors working with association, including legislative lobbyist, weather monitoring services, legal counsel, etc.
- Work collaboratively with the Board of Directors: provide regular reports, facilitate and attend meetings, etc.
- Work with Board of Directors to create, facilitate and evaluate programs and services.
- Facilitate and attend CGFG committee meetings and report to the Board of Directors on progress and recommendations.
- Organize and attend association meetings as well as other meetings related to industry matters.

Financial Management

- Direct financial operations, including accounts payable, accounts receivable, tax obligations and filings, and collection of crop assessments.
- Maintain all financial records.
- Develop annual budget based on member assessments.
- Apply for and administer grants.

Record-Keeping

- Manage and maintain current records in physical and/or electronic form for all association operations, including membership records, association procedures and policies, program records, etc.
- Ensure compliance with federal, state and local regulations for all association records.

Public Relations

- Plan and participate in external events to increase visibility of the industry, and develop strategic partnerships to further increase community awareness and expand programs.
- Act as the spokesperson for the association in ways that strengthen its profile.
- Facilitate agricultural industry media coverage.
- Oversee and maintain external communications (including notices to members, website, newsletters, etc.)

Community & Industry Relations

- Maintain collaborative relationships with other individuals and groups in the agricultural industry.
- Maintain a working knowledge of developments and trends in the field.
- Facilitate agricultural industry media coverage when needed.
- Organize and secure membership participation in legislative and other hearings, community presentations, and other appropriate activities.
- Participate in community functions to promote the Mid-Columbia tree fruit industry.

Human Resources

- Currently (and historically), the Executive Director is the sole full-time staff member. Should this change and additional staff or volunteers join CGFG, further responsibilities will apply.