

## **Job Announcement, October 2015**

### **Executive Director**



#### **SUMMARY**

Growing Gardens seeks a highly skilled and passionate individual to serve as Executive Director and uphold our mission to strengthen people and communities to grow their own food. Growing Gardens accomplishes this through a Home Gardens program working with families, a Youth Grow program in local schools, the Lettuce Grow program serving inmates in Oregon's correctional facilities, and educational workshops.

The Executive Director is responsible for organizational leadership and oversight of all management, fiscal, program, fundraising and planning activities. The Executive Director works closely with the Board of Directors to develop policies and strategies for the organization and is primarily responsible for implementation of Board decisions. Additionally, the Executive Director is responsible for establishing and maintaining positive relations with funders, community leaders, policy makers, the non-profit sector, and creating a motivating and nurturing work environment for staff, volunteers, home and school gardeners, and community partners.

#### **RESPONSIBILITIES**

##### Organizational Leadership:

- Provide day-to-day leadership and encourage strong engagement and accountability as well as personal and professional growth for growing staff of 22
- Supervise program directors and manage staff including performance evaluations, employee policies, and benefits
- Develop and implement effective strategies for organizational fiscal health and program development
- Provide leadership in the implementation of the organization's strategic priorities
- Encourage greater diversity and inclusion for people of color within Growing Gardens
- Expand services to low income communities
- Continually engage and strengthen connections with volunteers, community members, policy makers, community partners, individual donors and foundations
- Negotiate and assure compliance with contractual agreements
- Oversee acquisition and maintenance of the Growing Garden's facilities and equipment
- Ensure compliance with local, state and federal laws
- Prepare and manage the organization's annual budget

##### Community Leadership:

- Work collaboratively with other organizations with similar missions to advance the fields of food security, organic home gardening, garden education, and prison gardening
- Build effective coalitions to create public policies that promote social justice and greater equity, inclusion and diversity

##### Fundraising and Development:

- Develop and execute strategies that ensure sustainable and diverse funding
- Cultivate new donors and strengthen major donor programs while expanding the donor base
- Serve as the face of the organization, create and maintain strong ties to the community, and advocate on behalf of Growing Gardens
- Create and support earned-revenue opportunities
- Work with Development and Program Directors to manage corporate and foundation grant programs

#### Board of Directors:

- Collaborate closely with the Board to execute the strategic priorities and vision for long-term growth and sustainability
- Provide regular program and financial updates to the Board and attend monthly board meetings
- Ensure effective communication between staff and Board members
- Work with the Board to identify, cultivate and enlist new members, use the strengths of each member effectively, and provide orientation to new members
- Work with the Board to ensure safe and legal operation of the organization for staff and volunteers

#### EXPERIENCE REQUIREMENTS

- The ideal candidate will be a nonprofit leader with demonstrated success in leading a similar-sized organization or a major program of a larger organization. Understanding issues related to local food security, education and nutrition is highly desirable
- The successful candidate will be a proven leader with the demonstrated ability to manage a dynamic organization. S/he will have a solid track record of successful fund development
- Solid financial operational skills are important for this position. The candidate selected should have experience creating and evaluating annual and long-term department and project budgets

#### PERSONAL CHARACTERISTICS

- Results Oriented - Meet or exceed agreed-upon goals and objectives. Very bottom-line oriented; steadfastly pushes self and others to achieve results
- Managing Vision and Purpose - Is prepared and excited to lead a successful organization to higher levels of achievement through transformational, entrepreneurial and inspirational vision and leadership
- Integrity - Is widely trusted and seen as direct, truthful individual; keeps confidences and admits mistakes
- Decision Maker - Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; sought out by others for advice and solutions
- Interpersonal Skills - Relates well to all members of the community and organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably
- Diversity and Inclusion – Demonstrates respect for all people, acknowledges each individual's gifts and worth and actively promotes Growing Gardens' values regarding cultural diversity
- Motivates Others - Creates a climate in which people want to do their best; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone with whom people like working
- Excellent written and oral communication skills

#### COMPENSATION & BENEFITS

Salary range is \$70,000 to \$85,000, commensurate with experience. Growing Gardens offers a highly competitive benefits package.

#### TO APPLY

Please submit a cover letter that summarizes your relevant experience for the position and a resume (PDF format preferred) to [edsearch@growing-gardens.org](mailto:edsearch@growing-gardens.org) by November 30, 2015. All applications will be treated in strictest confidence.

Growing Gardens embraces excellence through diversity, advocates the principles and spirit of affirmative action and is strongly committed to the promotion of race, gender, ability and class equity through our hiring process. To this end we are an equal opportunity employer. Candidates from traditionally disenfranchised communities are highly encouraged to apply.