



Job Description

EXECUTIVE DIRECTOR

GardenShare's mission is to solve the problem of hunger in St. Lawrence County through policy advocacy work and by strengthening the food system to benefit all County residents.

POSITION SUMMARY

GardenShare's Executive Director is responsible for all aspects of GardenShare's operation, including:

- Administering the day-to-day operations of the organization.
- Developing and managing programs that fulfill GardenShare's mission.
- Planning and implementing development activities to support GardenShare's programs and administration.
- Championing GardenShare's vision of a fair and secure food system.

POSITION RESPONSIBILITIES

Administration

Direct the staff and work with the Board to coordinate the operations of the organization:

- Develop an organizational plan to meet the strategic goals and objectives established by the Board.
- Hire, supervise, and evaluate staff.
- Draft policies for the approval of the Board and prepare procedures to implement organizational policies; regularly review existing policies and recommend changes to the Board as appropriate.
- Work with staff and Finance Committee to prepare a comprehensive budget.
- Ensure that sound bookkeeping and accounting procedures are followed; approve expenditures.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.
- Ensure that the organization complies with all legislation covering taxation and withholding payments.
- Coordinate GardenShare publicity and outreach, including print and electronic communications, media relations, social media marketing, and website management.

Programming

Develop and manage programs that further GardenShare's mission:

- Work with the Board and staff to develop a vision and strategy for program development.
- Oversee planning, design, implementation, and evaluation of programs, services, and special projects.
- Ensure that programs and services offered by the organization contribute to the organization's mission, expand its reach, and reflect the priorities of the Board.
- Monitor the day-to-day delivery of the programs and services of the organization.

Development

Oversee and implement all GardenShare development efforts:

- Work with the Board to secure adequate funding for the operation of the organization.
- Research funding sources, oversee the development of fundraising plans, and write funding proposals.
- Develop new sources of funding, especially major donors, foundations, and agencies.
- Secure multi-year funding to ensure GardenShare's long-term sustainability.
- Cultivate relationships with foundations, individual donors, and prospective donors
- Develop and maintain communication with major donors.
- Coordinate with and assist the Development Committee.
- Provide the Board with timely fundraising reports and updates.

Board of Directors

Work closely with and for the Board of Directors:

- Confer regularly with the Board of Directors, Executive Committee, and committees on programming, finances, and operations.
- Provide the Board with timely updates and reports on programming.
- Coordinate with and assist Board committees in planning and implementing GardenShare programs and events.
- Assist the Board in discerning new directions for GardenShare.

Advocacy

Communicate the mission, needs, and challenges of GardenShare to funders, clients, stakeholders, the media, legislators, policy makers, and the general public:

- Along with Board President, act as spokesperson for GardenShare.
- Stay informed on current developments in community food security issues.
- Assist the Board in understanding current issues and discerning new directions for GardenShare.
- Network with like-minded groups/individuals.

Skills & Qualifications

- Bachelor's degree required; advanced degree in a relevant field and/or equivalent experience preferred.
- Strong administrative and nonprofit management skills and experience.
- A thorough understanding of community food security issues, an awareness of current undertakings elsewhere in this field, and a willingness to learn more.
- Proven abilities in program development and a passion to expand GardenShare services.
- Well-developed written and verbal communication skills and ability to use a variety of methods to influence, persuade, and productively gain others' commitment to the GardenShare mission.
- Proven abilities in donor development, strong nonprofit fundraising skills, grant writing, and a record of setting and meeting fundraising goals.
- Proficiency with applicable computer software applications.
- Proficiency in online communications, social networking, and website management.
- Ability to work collegially and effectively with other staff and with the GardenShare Board of directors.
- Ability to work respectfully and effectively with a broad range of people; to build collaborations with other organizations; to widen the circle of support for GardenShare.
- Experience in grassroots organizing, policy development, and advocacy.
- Hold a valid driver's license, possess reliable personal transportation, and be willing and able to travel for GardenShare business when needed.