



Job Description EXECUTIVE DIRECTOR

GardenShare's mission is to build a North Country where all of us have enough to eat and enough to share—where our food choices are healthy for us, for our communities, and for the environment.

JOB SUMMARY

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

- Developing and managing programs that fulfill GardenShare's mission;
- Fundraising, grant-seeking, and donor development
- Administering the day-to-day operations of the organization, including the hiring and oversight of staff and the management of finances; and
- Championing among supporters and the general public GardenShare's vision of a fair and secure food system.

PROGRAM DUTIES

The Executive Director is responsible for oversight of all aspects of developing and managing programs that further GardenShare's mission: *Healthy Food ~ Healthy Farms ~ Everybody Eats*. Program initiatives focus on community food security, including development of and participation in food policy councils; community-supported agriculture (CSA); farmers markets, including EBT access; local food guide and other awareness/support for local growers/providers; education and information related to food security and justice, including biennial Youth Food Summit; others as indicated by need, interest, and opportunity. The Executive Director:

- Works with the Board and staff to develop a vision and strategy for program development
- Plans and designs programs
- Coordinates and oversees program implementation
- Manages program funding and budgeting
- Develops and assesses program evaluation
- Works with other staff to oversee and approve program design and implementation; funding and budgeting; and goal setting and evaluation.

ADMINISTRATIVE DUTIES

Supervision

- Hire and supervise staff for positions authorized by the Board of directors.
- Provide staff members with performance evaluations, as per the GardenShare personnel manual.

Finances

- Approve all expenditures and sign all checks.
- Approve monthly bank reconciliations performed by the AD.
- Approve monthly financial statements prepared by the AD.
- Draft an annual budget for the Board with AD and Finance Committee

Publicity & Outreach

- Write or approve and distribute press releases, as needed.
- Create brochures, flyers, literature, as needed.
- Coordinate with the GardenShare outreach committee on tabling and speaking opportunities.
- Answer inquiries and requests from the public and the press, as needed.

Electronic Communications

- Supervise updates to the GardenShare website, online events calendar, and social media sites.
- Work with webmaster to update/remake GardenShare website, as needed.

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 their planning of GardenShare events.
- Assist the Board in discerning new directions for GardenShare.

Other

- Other duties as assigned.

FUNDRAISING DUTIES

Fundraising

- Increase funding for GardenShare so that it can expand staff and services.
- Develop new sources of funding, especially major donors, foundations, and agencies.
- Secure multi-year funding sources to ensure GardenShare's long-term sustainability.

Donor Development

- Cultivate relationships with foundations, individual donors, and prospective donors through visits, phone calls, correspondence, and special events in order to strengthen and nurture GardenShare's donor base.

Sponsorships

- Secure sponsorships from local businesses and organizations to fund the production and distribution of GardenShare's annual *Local Food Guide*.
- Secure sponsorships for other GardenShare projects, as needed.

Donation Stewardship

- Write text for and sign thank-you letters to all donors.
- Develop and maintain communication plan with major donors.

Fund Appeal Mailings and Fundraising Events

- Produce semi-annual fund appeal mailings and other fund appeals, as needed.
- Coordinate with and assist the Board fundraising committee with its special fundraising events and campaigns.

Reporting

- Provide the Board with timely reports and updates on fundraising.

Other

- Other duties as assigned

SKILLS & QUALIFICATIONS

- 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.
- Strong administrative and management skills, including the ability to execute duties in an orderly way.
- Proven abilities in donor development, strong nonprofit fundraising skills, and a record of setting and meeting fundraising goals.
- 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.
- Proficiency with multiple, applicable computer software applications.
- Proficiency in online communications, social networking, and website management.
- Advanced degree in a relevant field or equivalent experience.
- 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.