



Executive Director JOB ANNOUNCEMENT

The Ecological Farming Association (EcoFarm) seeks an experienced and dedicated executive director to lead our organization in its next phase of growth and development. We specifically seek an enthusiastic, outgoing, and visionary individual skilled in strategic planning, fundraising, organizational development, administration, financial management, and building partnerships. The ideal candidate will have a sincere dedication to ecological agriculture and food systems.

EcoFarm is a 30-year-old non-profit corporation based in Watsonville, CA, nurturing healthy and just farms, food systems, communities and environment through education, alliance building and advocacy. EcoFarm has a rich history in presenting educational events for both farmers and consumers, reaching a broad and diverse audience in support of our mission.

RESPONSIBILITIES

Subject to the direction of the EcoFarm board, the executive director will lead and supervise the day-to-day operations of a year-round staff of three and a seasonal staff of ten. The executive director has the following duties and responsibilities:

Vision and Planning

- Ensures that the EFA is working under a shared vision and mission with long-term goals and a plan to achieve them
- Develops, through a participatory process with staff and board, annual and long-range strategic plans
- Develops in coordination with program staff and board, annual work plans directed toward meeting strategic planning targets
- Monitors current and developing issues in the field of sustainable agriculture and food systems and makes sure that EcoFarm's programs evolve to address clearly identified needs and opportunities

Fundraising

- Leads non-program service fundraising through foundation and government grant applications, corporate solicitation, and individual donor development
- Leads board and staff in creating a financial plan to obtain funding necessary to achieve strategic planning goals and objectives
- Enthusiastic about fundraising
- Ensures financial stability and growth through diversified fundraising
- Leads staff, board and volunteers in active fundraising, provides training when necessary
- Maintains comprehensive fundraising records

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Program Direction

- Ensures that program work is carried out effectively
- Oversees the development and implementation of program work plans
- Monitors program performance
- Mentors and guides staff and assists with problem resolution
- Celebrates and builds upon program successes
- Evaluates the cost and effectiveness of programs
- Approves funding solicitation and oversees grant and contract compliance

Financial Management

- Creates and monitors a comprehensive organizational budget using a participatory process with program staff and board
- Regularly monitors income and expenses per the board approved budget
- Leads board in adopting reserve, banking, investment and other fiscal policies and follows them
- Creates and monitors procedures and controls for receiving and disbursing money, and recording and tracking financial transactions
- Provides adequate internal controls to protect assets against theft or misuse.
- Oversees bookkeeping, financial reporting, audit or accounting reviews and tax preparation and ensures compliance with local, state, and federal financial reporting requirements
- Will provide leadership, oversight and direction to update EcoFarm's financial management systems and procedures

Staff Management

- Hires and manages staff in pursuit of strategic planning targets
- Maintains written job descriptions for all staff.
- Ensures that staff have adequate facilities and equipment in order to do their jobs
- Provides positive, clear, and supportive supervision
- Evaluates all staff on an annual basis
- Maintains clear personnel policies and files and assures compliance with employment law and regulations

Supports the Board of Directors

- Keeps board well-informed and supports the board in its work
- Implements board policies and decisions
- Act as a liaison between board and staff
- Ensures that administrative records, including bylaws, board minutes, and contracts are up to date and maintained in accessible administrative files

Movement Building

- Knowledgeably represents the organization and its programs to the public
- Maintains and fosters relationships with other public and nonprofit agencies, businesses and individuals to further EcoFarm's mission
- Actively partners and seeks collaborative coalitions, alliances or networks with organizations seeking similar or complementary strategic goals

- Provides leadership to help collaborative efforts succeed

Qualifications

- M.S. in agriculture or related field or equivalent experience
- At least 5 years of executive management and supervisory experience
- Proven fundraising and development skills in a non-profit setting
- Effective writing, speaking and public relations abilities
- Effective and positive interpersonal and staff management skills
- Experience with financial management systems and oversight
- Commitment to sustainable agriculture and food systems
- Knowledge of and experience in social justice issues a plus
- Knowledge of and experience in policy advocacy a plus

Job Details

- Full time, 40 hour per week position
- Salary range: Commensurate with experience
- Benefits: 125 flexible plan
- Location: EcoFarm office in Watsonville, CA
- Travel requirement: 5% of time

To Apply

- Please forward a resume, cover letter and three references to jobs@eco-farm.org
- No phone calls please. Confirmation of receipt of your application and additional questions will be addressed by email.
- The position will remain open until filled.