



## **EXECUTIVE DIRECTOR**

The mission at In Harmony Farm is to work with our farmland and its organic resources to feed our neighbors, demonstrate regenerative agriculture, protect native habitat, and offer meaningful experiences.

### **FOUNDATION GOALS:**

- To serve the socially disadvantaged by providing access to land for healthy food production, new farmer training, and business development.
- To practice environmental sustainability by building a vibrant and healthy ecosystem to support farming for future generations.
- To create meaningful experiences for members of our community.

### **JOB SUMMARY:**

The Executive Director works with In Harmony Farm (IHF) staff, volunteers, farmers, consultants, and regional and national partners to forge collaborations and provide strategic leadership and management for IHF farmer and rancher training programs and the organization as a whole. Reporting to the Board President, the Executive Director will have internal and external responsibilities, including strategic planning, fundraising, communications, land management, governance, fiscal and administrative, and supervisory.

### **DUTIES & RESPONSIBILITIES:**

#### **Strategic Planning**

- Creates and implements the strategic plan for the organization with Board oversight. Responsible to meet defined goals and objectives as set out by the strategic plan.
- Collaborates with local and regional partners to advance the work of the organization and improve the outcomes for our farmers and ranchers.
- Continuously seeks out ways to improve customer experience (i.e., farmer and rancher development, visitors, volunteers) and ways to replicate our programming to expand our impact.
- Oversees the Beginning Farmer and Rancher Business Development Program.

#### **Fundraising**

- Engages in fundraising and development of other revenues by identifying, writing, or collaborating with professional grant writers on federal, state, and private foundation grant opportunities.
- Meets with donors to cultivate relationships.

- Directs annual funding program, including mailings and annual fundraising drives.
- Directs capital campaigns and other major fundraising drives.
- Coordinates fund raising special events.
- Oversees fundraising database and tracking systems.
- Maintains gift recognition programs.

### **Communications**

- Communicates regularly and as appropriate with key stakeholder groups including collaborative partners, community leaders, funders, donors, media, farmers & ranchers, and others.
- Makes public appearances/accepts speaking engagements to share information about the organization with the community.
- Develops a comprehensive marketing and communications plan to build organizational awareness across all media (social, print, collateral, electronic, etc.)
- Communicates effectively with the Board and provides, in a timely and accurate manner, all information necessary for the Board to function correctly and to make informed decisions.

### **Asset Management**

- Manages all land assets and complies with easement restrictions.
- Supervises the Farm Manager and their goals and responsibilities.
- Carries out conservation plans as directed by the Board of Directors
- Assures all safety and security protocols are maintained for associates, guests, and volunteers.
- Manages tenant leases.
- Plans for preventative, planned and unexpected maintenance.

### **Governance**

- Ensures compliance with the by-laws and policies of the organization; makes recommendations to the Board for by-law or policy changes or additions.
- Strategically guides the activities of the Board of Directors including board meetings and sub-committee meetings.
- Engages Board members to maximize their participation and engagement.
- Works with the Board Nomination Committee to identify, cultivate, and recruit new Board members.
- Plays an active role in the orientation, education, and engagement of new and existing Board members.
- Creates human resources policies, practices, and procedures with appropriate Board input to ensure compliance with state and federal employment laws and regulations.
- Ensures compliance with all applicable intergovernmental and other laws governing nonprofit organizations.

### **Fiscal & Administrative**

- Provides fiscal and organizational leadership, including guidance to volunteers and Board to maximize effectiveness and productivity.
- Works with the Finance Committee to develop annual budgets and cash-flow projections and finance policies.
- Takes responsibility for fiscal management that anticipates operating within the approved budget, meeting fundraising goals, and ensuring maximum resource utilization, and maintenance of the organization in a favorable financial position.

- Monitors the financial position of the organization and makes recommendations to the Board and acts as appropriate.
- Maintains appropriate fiscal records.
- Supervises the Farm Manager, seasonal and other interns, contractors, and professional service providers.
- Establishes employment and administrative policies and procedures for all functions and the nonprofit's day-to-day operation.
- Manage, train, and motivate student interns, farm staff, and volunteers.

### **Other**

- Creates a harmonious and welcoming environment. We value diversity, equity, and inclusion as essential to carrying out our work. Assures every farmer/rancher/guest/associate/partner is treated with dignity and respect.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with farmers of diverse cultures and backgrounds.
- Demonstrates professional conduct at all times.
- Works predominately alone.
- Work with efficiency, flexibility, patience, and good humor.
- Other duties as assigned.

### **Supervision**

- The Executive Director reports to the Board of Directors.
- The Executive Director is responsible for the supervision of all staff.

### **QUALIFICATIONS & EXPERIENCE:**

- Bachelor's or higher degree in Business Management, Marketing, or Communications preferred; or 3+ years of experience in a related field.
- Experience in grant writing and grant management, including federal, state, and private foundation grants, preferred.
- Experience in fundraising and donor cultivation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Demonstrated experience with social media platforms, i.e., Instagram, Facebook.
- Strong communication skills (verbal and written).
- Strong public speaking skills.
- Strong interpersonal skills and the ability to show empathy.
- Ability to self-manage and execute assigned responsibilities.
- Valid driver's license with a safe driving record.

***Interested applicants should submit a resume to [gina@inharmonyfarm.org](mailto:gina@inharmonyfarm.org)***