



<b>Job Title:</b>	Executive Director & General Manager	<b>Job Category:</b>	Exempt
<b>Department/Report to:</b>	Board of Directors	<b>Travel Required:</b>	Occasional travel (locally and out of state) for meetings, conferences and other work-related events not to exceed 10% per year.
<b>Location:</b>	17995 358 <sup>th</sup> Place Earlham, IA 50072	<b>Work Hours:</b>	8:30 am – 5 pm (generally) Minimum of 40 hours/week Some weekends and evenings may be required.
<b>Level/Salary Range:</b>	\$80,000 – \$100,000	<b>Position Type:</b>	Full-Time

**Position Summary**

The Executive Director & General Manager (ED/GM) provides strategic leadership and operational oversight for In Harmony Farm (IHF), ensuring that IHF’s mission, to equip up and coming farmers with access to land, education, and market opportunity, is fulfilled through strong systems, transparent governance, and sustainable growth.

This role integrates IHF’s core areas of Production & Education, Markets & Fundraising, and Operations & Governance, ensuring cohesive strategy, clear accountability, and alignment across programs, staff, and board priorities. The ED/GM fosters cross-functional collaboration, strengthens systems and performance, and represents IHF as a leader in regenerative agriculture, food equity, and small farm entrepreneurship.

**KEY RESPONSIBILITIES:**

**Strategic Leadership & Vision**

- Lead the implementation of IHF’s strategic plan across its core pillars: Producer Support & Program Development, Sustainable Growth & Innovation, Financial Sustainability & Strategic Partnerships, and Operational & Governance Excellence.
- Convene regular reviews to align priorities, assess progress toward strategic goals, and ensure coordinated execution across programs, markets, and operations.
- Translate vision and board goals into actionable annual plans with measurable outcomes.
- Serve as primary liaison to the Board of Directors, facilitating transparent communication, alignment, and informed decision-making.
- Represent IHF publicly as an advocate for local food systems, regenerative agriculture, and equitable access to land and markets.

**Organizational Management & Integration**

- Oversee daily operations and staff performance across the Grow, Pollinate, and Root Functions.
- Establish clear accountability structures, communication practices, and performance review processes.
- Ensure compliance with policies, regulations, and grant requirements.
- Support board committees through timely reporting and participation.
- Integrate people, partnerships, and finances to build system-driven operations.
- Oversee organization-wide data governance and performance review processes, ensuring program, market, and financial data are integrated into strategic planning, board reporting, and funding decisions.

**Program Oversight & Farmer Success**

- Guide the design and delivery of education, mentorship, and land access programs for beginning farmers.
- Ensure alignment between curriculum, mission, and measurable impact metrics (profitability, retention, and independence).

- Monitor program outcomes using data systems and continuous feedback loops.
- Strengthen community and partner relationships to enhance IHF's role as a learning and collaboration hub.

#### **Financial Stewardship & Sustainability**

- Develop and manage the annual operating budget in collaboration with the Executive and Finance Committees.
- Oversee fiscal operations, grant management, and financial reporting with bookkeeping support.
- Build and maintain a diversified funding mix (approximately 50% grants, 30% private giving, 20% earned income).
- Oversee lease administration, farmer rent collection, and related agreements to ensure financial clarity, compliance, and alignment with program goals.
- Secure more funders, donors, and corporate partners using compelling data and storytelling.
- Support communications and fundraising efforts, including events and campaigns.

#### **Community, Partnership, and Market Development**

- Serve as a visible ambassador for IHF's mission and programs, building authentic relationships with partners, funders and the community.
- Develop partnerships with food networks, conservation organizations, and educational institutions.
- Oversee market and co-branding initiatives that increase visibility and farmer revenue.
- Promote community events and agritourism that connect lowans to local food systems.

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor's degree in nonprofit management, business, agriculture, or a related field; advanced degree preferred.
- Minimum 5-7 years of progressive leadership experience in nonprofit, agriculture, or mission-driven enterprise.
- Proven success leading cross-functional teams and managing complex programs.
- Demonstrated expertise in fundraising, grant management, and financial oversight.
- Strong understanding of sustainable agriculture, local food systems, or small business development.
- Exceptional communication, facilitation, and partnership-building skills.
- Demonstrated commitment to creating a welcoming and respectful environment for people of all backgrounds and experiences.
- Hands-on, collaborative leadership style suited to a farm-based, community-centered environment.

#### **KEY COMPETENCIES**

- **Integrator Mindset:** Aligns people, processes, and priorities to deliver measurable results.
- **Strategic Thinking:** Balances mission focus with market realities for sustainable growth.
- **Financial Acumen:** Oversees diverse funding and financial accountability with transparency.
- **Collaborative Leadership:** Builds trust, accountability, and shared ownership among teams.
- **Community Engagement:** Develops and maintains trusted relationships with partners and stakeholders across sectors.
- **Operational Excellence:** Establishes systems that ensure clarity, compliance, and consistency.

#### **SUPERVISORY RESPONSIBILITIES**

This role leads IHF's managers overseeing Production & Education; Markets, Communications & Fundraising; and Operations, Finance & Governance, with responsibility for hiring, supervision, and performance management across these areas.

#### **WORK ENVIRONMENT**

This position operates in both professional office and active farm environments. The office environment includes routine use of standard equipment such as computers, phones, printers, and filing systems. The farm environment includes exposure to outdoor weather conditions, uneven terrain, agricultural equipment, and variable noise levels.



The employee may be exposed to dirt, dust, insects, and occasional contact with livestock or farm machinery. Proper safety protocols, personal protective equipment (PPE), and adherence to farm safety procedures are required at all times. The noise level in the office is typically low, while the noise level on the farm may range from moderate to high depending on activity. This position requires comfort transitioning between office, and field settings, and the ability to maintain productivity and safety awareness in all work environments.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear. The employee must frequently lift up to 50 pounds and/or move up to 50 or more pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Note:** This job description describes the general nature and essential functions of the position without including peripheral and incidental duties. Contents of this job description are subject to change at the discretion of the employer. Employees may receive other job-related instructions and be required to perform other job-related work as requested by the employer. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities.

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