



Job Title: Executive Director

Supervisor: Board of Directors

Hours of Work: Average 37.5 hours/week (1950 annual hours)

CFI trusts employees to manage their scheduled working hours and location in cooperation with their supervisor to accomplish their responsibilities and contribute toward CFI's mission.

Employment Term: Year-Round (52 weeks per year)

Compensation: \$43,888 annual salary, full-time salaried, exempt. \$5,040 available contribution toward CFI group insurance coverage (\$420/month).

Job Description:

Community Food Initiatives (CFI) works to foster communities where everyone has access to healthy, local food. The Executive Director (ED) has overall strategic and operational responsibility for CFI's staff, programs, expansion, and execution of its mission. The Executive Director is responsible for overseeing the administration, fundraising, programs and strategic plan of the organization. Other key duties include communications and community outreach. This position requires the individual to be flexible in performing duties not listed to support the mission of the organization.

Strategy and Planning - Position CFI to achieve its mission.

- Lead development and implementation of strategic plans
- Build and grow organizational partnerships, relationships with funders, and connections to community leaders in CFI's current and potential service area.

Program Management - Ensure ongoing programmatic excellence.

- Lead program evaluation, communications, and systems; recommend timelines and resources to achieve the strategic goals
- Attend monthly board and executive committee meetings.
- Develop and maintain organizational systems essential to sustaining CFI's programs, including financial, human resources and contact management systems
- Serve as the program director for the Nourishing Networks program.

Personnel Management - Recruit, Retain, and Support a competent, qualified team.

- Develop and maintain HR policies and procedures
- Directly supervise Program Directors, Managers, and Specialists, and through them maintain oversight of the organization's staff, interns, and volunteers
- Serve as VISTA supervisor for CFI with OCDCA
- Support university partnerships; supervise individual internships as appropriate.
- Develop, maintain, and support a strong Board of Directors.

Fund Development and Financial Management - Ensure that adequate funds are available to permit the organization to carry out its work

- Oversee grant applications and reporting
- Update and maintain database for individual supporter tracking
- Create annual fundraising mailings and events, with support of board and staff
- Record all donations and send donation acknowledgements
- Develop and maintain relationships with current and potential funders
- Develop and maintain sound fiscal practices in partnership with the board.
- Work with the board to prepare, fund, monitor and revise annual budget
- Manage financial activities of the organization, including grant management, payroll, tax filings, and accurate records of transactions, in cooperation with the accounting services, board treasurer, and staff

Communications and Community Engagement - Increase understanding of, and support for, CFI's mission and programs

- Oversee all aspects of communications (social media, website, annual report, annual appeal, etc.)
- Use networking and relationships to garner new opportunities
- Share CFI's story and achievements
- Organize and attend CFI outreach events, member meetings, and fundraisers in cooperation with staff and board.
- Attend meetings related to local food systems and food security
- Represent CFI at various regional, state, and national conferences
- Maintain working knowledge of significant developments and trends in the field

General Administration

- Prepare check requests, deposits, and monthly bank reconciliations
- Maintain official records and documents and ensure compliance with federal, state, and local regulations

Apply online at:

https://docs.google.com/forms/d/e/1FAIpQLScNWww5St_9MBsUfGUetrTQiyzG4zEE--w25CYj_f0TIKBEZQ/viewform

Applications will be accepted until the position is filled. For full consideration please apply by August 25th at 11:59 pm.