



## **Position Announcement Green Mountain Farm-to-School Executive Director**

### **ORGANIZATION DESCRIPTION:**

Green Mountain Farm-to-School (GMFTS) is a nonprofit organization, located in Newport, Vermont, whose mission is to restore and strengthen local food systems in the Northeast Kingdom of Vermont by promoting positive economic and educational relationships among schools, farms, and communities. We create healthy communities by working across the food system with capacity building, resource development, and technical assistance through GMFTS school gardens, Farm to School Programs, food hub, food truck, and statewide marketing campaign. GMFTS six full-time staff and six AmeriCorps members partner with each community we serve to develop a comprehensive approach to improving access to healthy food and to build a network of individuals, schools, farms, businesses, and organizations rebuilding their local food systems and creating healthy communities. Over the last eight years, we've made extraordinary progress towards achieving our vision. GMFTS has grown from a single school garden program to a nonprofit organization providing comprehensive programming across the Northeast Kingdom. GMFTS is making healthy food accessible and affordable to more Vermonters than ever before

### **POSITION OVERVIEW:**

The Executive Director (ED) will lead GMFTS by managing the finances, staff, programs, and structure required to enact GMFTS's mission. The ED will ensure GMFTS's sustainability by managing the budget in cooperation with the board. The ED will increase GMFTS's visibility by serving as the external face of the organization and developing partnerships to support the organization's mission. The ED will be responsible for the implementation of the GMFTS Strategic Plan as well as setting and achieving ambitious goals in cooperation with the board. The ED must possess and exhibit a passion for the GMFTS work, significant capacity for marketing and fundraising, a strategic vision and the ability to support day-to-day operations of a small organization. This is a full-time leadership/management position.

### **Minimum Qualifications:**

- Bachelors in Business Administration, Accounting, Food Systems, Marketing or related field
- A minimum of 5 years of senior-level nonprofit leadership, fundraising, grant writing, planning, and management experience, including budgeting and financial management (basic knowledge of nonprofit accounting and QuickBooks preferred)
- Knowledge of nonprofit structure and governance
- Knowledge of local, state and federal laws related to non-profits, labor and related industry
- Strong communication and relationship-building skills to work with a wide variety of stakeholders, including public agencies
- Passionate about local food systems, food access, and education
- Comfortable in a fast-paced, high-energy, entrepreneurial environment
- Experience in rural community a plus

**POSITION GOALS:**

To manage, sustain, and supervise with an entrepreneurial spirit the complete operation of GMFTS in a manner that is consistent with the requirements set forth by the State of Vermont and Federal Agencies for non-profit organizations and implementing outreach programs regarding healthy food habits that will enhance the relationship between farms, schools and the community in the region.

To develop an annual program plan and budget covering fundraising, program development, maintenance, financing and growth and facilities. Also, implement and update the written three-year strategic plan in conjunction with the board for future programming, financing, and other improvement to meet the needs of GMFTS participants and local businesses.

**PERFORMANCE RESPONSIBILITIES:****Outreach and Development (40%)**

The ED will build a broad base of support for GMFTS by:

- Designing and implementing a development strategy and plan and building a sustainable funding base that includes individuals, foundations, and program revenue
- Designing and implementing a communications strategy to build awareness and visibility around GMFTS and its programs
- Developing and supporting the GMFTS Board of Directors
- Serving as the external face of GMFTS by building and managing relationships with strategic partners, the philanthropic community, media, and the general public

**Organizational Management (30%)**

The ED will lead GMFTS by:

- Hiring, managing, evaluating, and mentoring staff members and AmeriCorps members
- Providing fiscal oversight for GMFTS, including developing and implementing budgets and managing organization's finances
- Developing a strong organizational culture, with a commitment to impact, learning, and improvement
- Maintaining a climate that attracts, keeps, and motivates a diverse staff of top quality people
- Providing organizational oversight for GMFTS, including managing legal, insurance and GMFTS policies, human resources, office systems, and technology

**Program Oversight (20%)**

The ED will ensure strong and high-quality programs by:

- Setting the strategic direction for program development
- Building and maintaining partnerships with food system organizations in the region
- Overseeing recruitment of AmeriCorps members each year
- Conducting evaluation of programs to continually improve programs

**Strategic Growth (10%)**

The ED will ensure a successful future for GMFTS by:

- Setting an organizational vision and strategy for the GMFTS in partnership with the Board of Directors
- Leading and inspiring the overall organization
- Exploring partnerships and other program models

- Continuing to integrate programs and services with high-impact strategies for food justice

Any other duties assigned by the Board

**REPORTS TO:** Board of Directors  
**SUPERVISES:** All staff  
**LOCATION:** Newport, VT  
**START DATE:** January 2017  
**COMPENSATION:** Compensation is competitive and based on experience

**TO APPLY:**

Send a resume, cover letter, and writing sample to [jobs@gmfts.org](mailto:jobs@gmfts.org). Please indicate how you learned about this position. Deadline is 08/31/2016; applications will be reviewed on a rolling basis until that date. Background check required. For more information, please visit [www.GreenMountainFarmtoSchool.org](http://www.GreenMountainFarmtoSchool.org).

GMFTS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants are encouraged to apply.