

Ecological Farming Association

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Cultivating sustainable farming and healthful food choices

EXECUTIVE DIRECTOR JOB ANNOUNCEMENT

The Ecological Farming Association (EFA) 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, financial management, and building partnerships. The ideal candidate will have a sincere commitment to ecological agriculture and food systems.

EFA is a 27 year-old non-profit corporation based in Watsonville, CA, dedicated to educating and informing farmers, policymakers and the public about economically viable practices of ecological agriculture. EFA has a rich history of presenting educational events that address the needs of farmers and agricultural industry while promoting a safe, healthy, and socially just food system. EFA programs reach a broad and diverse audience in support of our mission, and we have recently expanded our capacities to include communications personnel and increased involvement in policy work. The organization plans to write our next 5-year strategic plan by the end of 2007.

RESPONSIBILITIES

Subject to direction of the EFA board, the executive director will supervise the direction and day-to-day operations of a year-round staff of four 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 EFA's programs evolve to address clearly identified needs and opportunities

Fundraising

- Leads non-program service fundraising through foundation 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 and provides training when necessary
- Maintains comprehensive fundraising records

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
- Provides leadership, oversight and direction to update EFA's financial management system 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 EFA'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 qualifications and experience
- Paid vacation and sick leave
- Health and dental benefits
- Location: EFA Watsonville, CA office
- Frequent travel, mostly within California

To Apply

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