

Executive Director Job Description

Job Title: Executive Director
Status: Exempt
Reports To: Board President and Board of Directors

Minimum Qualifications:

- Minimum of two years working in a leadership role in fundraising or finance—preferably with a non-profit or community-based organization
- Knowledge or familiarity with urban agriculture or food access
- Knowledge and training in equity and inclusion
- Familiarity with fundraising and budgeting

Minimum Preferred Qualifications:

- Familiarity with Bloomerang Program

Overview of Position: The Executive Director is responsible for overall management of the organization, especially the financial viability of the organization, and all aspects of the organization's operations. Responsibilities include supervision and coordination of staff, volunteers and interfacing with the Board of Directors. The Executive Director is responsible for overseeing and inspiring a community and partner building, value-driven, organization to further the mission of reducing food insecurity and improving health equity in Evanston.

Key responsibilities include but are not restricted to:

1. Fiscal management
2. Resource development and maintenance
3. Agency liaison to the Board of Directors
4. Steers the organization to achieve Evanston Grows Strategic Goals
5. Personnel management
6. Executive Director **Responsibilities:**
 - Financial Resource Development including fundraising, grants management, and revenue generation.
 - Personnel Management – Hires and supervises Executive Staff
 - Agency Liaison to Board of Directors including reporting and governance related to strategic goals
 - Fiscal Management–Develops budget, manages day-to-day and long-term fiscal operations
 - Consistently embodies and supports the mission and vision
 - Other duties as assigned

Salary \$60,000. Average of 25 hours per week. 2 weeks vacation.

Signature of Executive Director

Date

Signature of Board President

Date