

Executive Director, Sustainable Community Gardens

[Sustainable Community Gardens \(SCG\)](#) is a community-based 501(c)(3) nonprofit corporation dedicated to the renewal of local, sustainable food systems throughout Silicon Valley. Our local sustainable farms, gardens and integrative educational programs empower youth and adults to grow food and inspire them to form communities dedicated to healthy living and environmental responsibility.

SCG was founded in 2006 with the establishment of Charles Street Gardens. Located on one acre of City of Sunnyvale land, Charles Street's volunteer-built plots and gathering spaces are the only community run gardens in Silicon Valley, and families from all walks of life grow fruits and vegetables in 92 large plots using organic methods. SCG's second project, Full Circle Farm (FCF), is an 11-acre farm and educational garden in the heart of Silicon Valley. Nestled in a residential neighborhood on the back half of a local middle school, Full Circle Farm is a community-focused, educational project dedicated to providing fresh local food and environmental and nutrition education. FCF is actively creating a model system of locally growing healthy food for the Santa Clara Unified School District (SCUSD) and immediate community. It also serves as an inspiring green open space for the diverse urban community that showcases the importance of a healthy local food system, good nutrition, and sustainable agricultural practices. More on the web at: sustainablecommunitygardens.org.

We are seeking an Executive Director (ED) to lead the organization and execute our strategic objectives. If you have strong leadership skills, are experienced in fund raising and fiscal management, have passion in community food systems and education, want to work on a beautiful farm with dedicated people making positive change in a community ripe for transformation, then this is THE opportunity for you. This is a pivotal time for the organization, with the addition of eight Americorps staff this Fall.

Executive Director Job Description and Responsibilities:

The ED reports to SCG Board of directors (BOD). The following duties are either completed by the ED or potentially delegated to other staff or contract workers when the budget permits. Other duties may be assigned as appropriate. SCG is an equal opportunity employer.

LEADERSHIP

- Provide leadership and confidence to staff, volunteers, community and stakeholders
- Work with the BOD to refine mission and vision of the organization as appropriate
- Serve as spokesperson for the organization in the community, at professional conferences, and with media
- Build alliances and partnerships with like minded organizations for greater impact

FUND DEVELOPMENT & COMMUNITY RELATIONS

- Responsible for developing and implementing a comprehensive fund development plan that includes corporate, individual, government and foundation support in cooperation with the BOD
- Lead the development and execution of an individual giving campaign in cooperation with the BOD
- Lead the development and execution of a multi-year capital campaign for permanent structures
- Lead the development and preparation of government and foundation grant proposals and reports
- Serve as lead author of all communications including giving letters, flyers, reports and other collateral
- Develop and maintain collaborative relationships with appropriate community, government and nonprofit agencies
- Provide a presence for SCG in the community
- Develop relationships with appropriate organizations to build awareness of community needs and SCG's role in serving those needs

MANAGEMENT, PLANNING, AND PROGRAM EXECUTION

- Provide sound fiscal management / financial planning, decision making, and SCG accountability
- Coordinate the preparation and implementation of the yearly budget including the development and implementation of adequate financial controls, monitors and practices

- Maintain a climate which attracts, retains and motivates a diverse and high caliber team of staff, volunteers, and Board members
- Oversee the recruitment, employment, development, and release of all personnel
- Ensure that good human resource practices are in place including the development of position descriptions and implementation of regular performance evaluations
- Ensure that SCG complies with all relevant laws and applicable policies / permits set forth by the Board, regulators and stakeholders
- Negotiate and ensure accountability for all contracts and grants
- Oversee the development, execution and evaluation of SCG's programs, facilities and resources consistent with its mission, values, goals and obligations
- Develop and maintain a thorough knowledge of the issues and stakeholders
- Develop a process for planning, implementing, and evaluating progress towards meeting short and long-range goals for SCG

BOARD OF DIRECTORS

- Create effective lines of communications and linkages between Board and staff
- Report regularly to the Board regarding organizational objectives, financial status of the organization, and other issues relevant to the Board
- Attend as an active participant all Board meetings and serves as a member of all task forces and committees as needed
- Provide the Board with information / support to help reach sound decisions and establish policies and assist in their roles and responsibilities
- Assist the Board in identifying, recruiting and utilizing Board members with the essential skills to help support the mission and vision of SCG

PROFESSIONAL DEVELOPMENT

- Create an annual plan to develop or strengthen essential skills critical to the Executive Director's and staff success

Minimum Qualifications:

- BA/BS, Masters degree preferred, with minimum 3-5 years of relevant work experience
- Experience and success raising money and developing / executing fund development plan
- Success building an organization, driving growth and building a strong team culture
- Minimum 3-5 years managing a budget and staff for a company or non-profit
- Solid foundation and understanding of sustainable agriculture and local food systems
- Strong writing and editing skills
- Possess excellent verbal and written communication skills
- Ability to work independently and work as a team member
- Organizational skills and basic computer skills

Preferred Qualifications:

- Experience and sensitivity working with culturally & economically diverse populations
- Capital campaign experience
- Proven successful grant-writing record
- Knowledge of the local philanthropic community
- Marketing and media relations experience
- Direct volunteer and/or professional experience with organic farming, urban agriculture, local food systems, outdoor education, youth development, and/or community organizing

Compensation:

- Starting Salary range \$45,000-55,000 DOE

Application Process:

- Send cover letter along with resume to: Lubab Sheet, Board Chair, Sustainable Community Gardens Email: jobs@sustainablecommunitygardens.org
- Provide three professional references (name, address, phone number and email)
- Application deadline is July 31, 2009
- Phone / On-site Interviews will be scheduled in late July - Early August (no relocation is provided)
- Start Date: Mid-September or sooner

Thank you for your interest.