SnoValley Tilth Executive Director Job Description

**Background:** SnoValley Tilth seeks to create a thriving, sustainable, regional food economy in the Snoqualmie and Snohomish watersheds, with a strong community of successful farmers at its heart. Our primary focus is on farmers—both experienced and new farmers—but our work also benefits community members and local food consumers. We connect and educate through monthly potlucks, workshops and farm tours, the Experience Farming Project, and the Farmland Network. We advocate for farmers and landowners at the city and county levels. SnoValley Tilth is effective because we are farmer-led, based in our local community, and are a trusted voice. We have strong partnerships with agencies, organizations and individuals that impact farming in our region and promote an organizational culture of innovation, communication, inclusion and transparency.

**Mission:** SnoValley Tilth supports organic and sustainable food and fiber production throughout the Snoqualmie and Snohomish watersheds. We bring together farmers and the community to build a thriving local food system.

**Vision:** More farmers on more farmland, growing more sustainable food and fiber for our community.

**Reporting Relationship:** Reports to the Board of Directors

**The Opportunity:** The Board members of SnoValley Tilth (SVT) value the history, program quality, and professional and community relationships built by SVT over the years. We seek a dynamic leader who will both reinforce and build upon this solid foundation. The new Executive Director will also cultivate new opportunities and relationships that support SnoValley Tilth’s mission.

The Executive Director reports to the Board and has overall responsibility for the operation and representation of SVT to its various communities. Duties include advancing the organization’s mission, directly supervising four staff members, implementing policies, managing financial resources, managing partnerships, and being the ‘face’ of the organization to our agricultural community, our partners, and our supporters. The Executive Director oversees an annual operating budget of $300,000 with revenue from government contracts, event fundraising, and public and private grants.

**Job Description:** The Executive Director (ED) is responsible for the professional leadership and management of SnoValley Tilth. S/he/they will spearhead the further development of SVT’s role as an agricultural organization that supports farmers, farm businesses, and the local food economy through advocacy, community building and education. The ED, working in concert with the board, staff, volunteers, and other regional agencies and organizations, will develop and implement internal and
external goals that reflect SVT’s vision, mission, and strategic plan. The ED provides overall leadership for strategy, organizational development, implementation, resource development, financial oversight, and fundraising. S/he/they will focus on these target areas:

- Furthering SVT’s mission by implementing the strategic plan, making updates and revisions as necessary in partnership with staff and board;
- Managing staff resources and administering grant funds such that programs and projects are executed as designed;
- Developing, expanding, and increasing the organization’s sustaining funding sources;
- Strengthening and diversifying the organization’s partnerships with government, non-profit organizations, and other institutions;
- Increasing SVT’s visibility and influence with legislators, stakeholders, land-owners and other constituents as well as with the general public;
- Overseeing special projects identified by the Board including negotiations and legal transactions.

Responsibilities:

Organizational Leadership:

- Promotes an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision.
- Implements the strategic plan and works with Board and staff to review and revise the plan as needed; provides leadership in prioritizing the goals, objectives, and tasks identified in the strategic plan.
- Ensures that SVT programs are supported internally by providing adequate access to and maintenance of facilities, appropriate technology, trainings and other functional tools and resources.
- Develops and implements appropriate human resource policies and procedures, including training, career development, hiring and firing, succession planning, and performance management for all staff and contractors.
- Ensures management and leadership of SVT in a manner consistent with the Bylaws.

Fundraising and Public Relations:

- Develops and sustains a robust funding structure that includes a diversified funding base.
- Secures contributions, contracts, grants, and in kind donations to support SVT projects and services.
- Manages all current grant obligations and reporting requirements.
- Develops and oversees implementation of annual fund development plan.
- Fosters relationships with SVT supporters and donors.
- Raises the visibility of SVT by overseeing marketing and public relations outreach.
- Oversees efforts to implement creative strategies to increase membership.
- Serves as a community spokesperson for SVT: works with the media; represents SVT at public functions and makes effective public presentations on the history, programs, and policy objectives of SVT and its members.

Public policy and Partnerships:
• Assures professional relationships with individuals and organizations which share a stake in the region’s agriculture. This includes establishing and maintaining contacts with key individuals in the public, nonprofit and private sectors.
• Maintains strong communication in our service area with local/state legislators and other public bodies.
• Ensures the representation of SVT’s concerns to county and state policy makers, task forces, and advisory committees, planners and funding bodies.

_Fiscal Management:_

• Directs financial activities and makes decisions based on plans and policies developed in concert with the Board. Ensures that SVT is fiscally sound.
• Works with staff and Board to prepare budgets. Establishes rigorous accountability standard for grant and budget tracking.
• Oversees/ supervises all bookkeeping, accounting, and financial activities.
• Presents annual budget, monthly financial reports to the Board.
• Assures compliance accountability to Board, funders, and regulatory bodies.
• Engages with Treasurer and Board in financial planning and diversification activities.

_Board Relations:_

• Serves as the primary contact and liaison for the Board of Directors and the Executive Committee.
• Provides monthly reports on organizational activities and issues pertaining to the SVT’s work, mission, and vision.
• Works in partnership with the Board to recruit, train, and maintain a strong, balanced Board of Directors.
• Engages the Board in critical thinking, strategic planning, resource/financial development, membership development and overall organizational wellness.

_Major Qualifications:_ The ideal candidate will have:

• Passion for the mission of SnoValley Tilth.
• The ability to collaborate with diverse constituents. Experience communicating with culturally, economically, and politically diverse communities with a wide range of viewpoints.
• Capacity to move seamlessly between communities in agricultural, business, and environmental communities in addition to those in the public sector
• The ability to foster a healthy organizational culture, to encourage teamwork and collaboration; strong interpersonal skills that include the ability to inspire and motivate; experience with change and conflict management.
• Proven track-record in fund development, including experience with grant-writing and success in constituent/membership building; ability to identify, steward, and solicit individual and organizational donors.
• Knowledge of vegetable and livestock or other commercial production, the local food economy, and regional conservation efforts.
• At least three years’ experience in nonprofit management and leadership, working with boards of directors and volunteers.
● Outstanding communication skills, both written and oral; strong presentation skills.
● Excellent financial management skills and experience managing a complex budget.

**Salary:**

This is a permanent, ¾ time, exempt position. Salary range is $39,000 to $46,800, commensurate with experience. Benefits included are generous paid time off, holidays, and a flexible work schedule. Some weekends and evenings will be required. The SVT office is located in downtown Carnation in the Snoqualmie Valley.

**Hiring Process:**

Please submit a resume and cover letter (contact information below) by July 31, 2020. Interviews will be ongoing during that time and may include a phone interview and several in-person interviews. The ideal start date is October 1, 2020.

**Send to:**

**Mail:**

SnoValley Tilth
Attn: ED Search Committee
PO Box 48
Carnation, WA 98014

**Email:**

edsearch@snovalleytilth.org

*SnoValley Tilth does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all.*