



## **Hiring Announcement:**

West Virginia Food & Farm Coalition Seeks Executive Director

The West Virginia Food & Farm Coalition seeks a dynamic, entrepreneurial, committed leader to help build and support West Virginia's rapidly growing local food system. Since 2010, the Coalition has supported a statewide network of West Virginians working to grow food and farm businesses while improving access to healthy local food.

The position of WVFFC Executive Director is one that advocates for sound legislative policy to benefit West Virginia farmers and consumers, builds stakeholder partnerships, and continues the Coalition's success in promoting food and agriculture as a critical part of West Virginia's economy.

To learn more about the Coalition, visit <http://wvfoodandfarm.org/>.

### **MINIMUM QUALIFICATIONS**

Knowledge and experience:

- Bachelor's degree required, ideally in a related field. Master's degree preferred
- Three or more years of program, team, and staff management experience
- Familiarity with Appalachian farming context
- Demonstrated experience building partnerships with diverse groups, especially in farming and agriculture, agricultural education, food processing, food aggregation and distribution, nutrition and food access, food purchasing and marketing
- Success in grant writing, fundraising, marketing, promotion, and communications
- Experience with non-profit strategic planning and board development

Personal characteristics:

- Strongly articulated interest in local food systems
- Excellent interpersonal skills
- Outstanding abilities in strategic and analytical thinking
- Demonstrated ability to create and to follow through with multi-year plans
- Outgoing; well-organized; attentive to detail; creative; able to work on multiple projects at once; able to work successfully on a team with diverse members; willing to travel frequently, including day and overnight travel by automobile. Must have valid driver's license

#### Technology and software:

- Word-processing and spreadsheet skills (MS Word and Excel); proficiency communicating via e-mail
- Experience with QuickBooks
- Comfort using (or learning) web-based communication tools such as Google docs and Constant Contact

#### Communications:

- Comfortable initiating contact and communications with prospective clients and partners; strong written and interpersonal communication skills
- Excellent public speaking and facilitation skills

Location: Executive Director, office, and staff must be located within West Virginia. Employees must be capable of travel to all 55 counties. Office location is ultimately flexible within West Virginia, but the Coalition's office is currently in Fayetteville. The successful applicant would be required to report to this office for at least the first month in order to be trained. Executive Director may make office location adjustments subject to board approval within the first six months.

The successful candidate must express willingness to comply with the conditions of employment as described in the WVFFC Personnel Policies. These policies are available upon request.

### **COMPENSATION AND BENEFITS**

Salary is commensurate with experience within the range of \$46,000-\$50,000/year. Salary is subject to successful fundraising. Competitive benefits are available.

**TO APPLY:** Qualified/interested candidates should send their resume and cover letter to Brooke Nissim-Sabat (bnissim-sabat@wvfoodandfarm.org). Position is open until filled. Review of applicants will begin by May 9.

Questions may be directed to Brooke Nissim-Sabat, current WVFFC Secretary, at the e-mail address above or by phone: (304) 367-4843.

### **EQUAL OPPORTUNITY**

All employees will be recruited, hired, assigned, advanced, compensated and retained on the basis of their qualifications and treated equally in these and all other aspects without regard to race, color, creed, sex, age, marital status, national origin, handicap, religion, sexual orientation, or union affiliation. WV Food and Farm Coalition will act affirmatively to advance this policy of equal opportunity and take necessary steps to enact this policy.

## **Job Description:**

### **Executive Director**

### **WV Food & Farm Coalition**

The Executive Director is the Chief Executive Officer of the WV Food & Farm Coalition. The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives.

### **Coalition Building, Partnership Development, and Communications (50%)**

1. Provide leadership in developing program, organizational, and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the Board.
2. Ensure the continued development and execution of long-range coalition building strategies to achieve our mission and demonstrate consistent and timely progress toward that mission.
3. Promote active and broad participation by constituents in all areas of the coalition's work.
4. Oversee publication of the activities of the coalition, its programs, and goals, including newsletter, web presence, and media outreach.
5. Maintain a working knowledge of significant developments and trends in the field through trainings, networking opportunities, and regional coalition building.
6. Show creativity and initiative in implementing current programs as well as discretion in the development and planning of new programs
7. Ensure sound working relationships and cooperative arrangements with community groups and partner organizations.
8. Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people, and dynamic and productive Working Groups and Regional Foodshed Groups.
9. Represent the coalition before state agencies, policy-makers, organizations, and the general public.
10. Represent the Board in grant writing, fundraising, and relationship development with government, foundation, and corporate funders to ensure ambitious and realistic funding opportunities, and look to diversify funding and fundraising to enhance sustainability.

### **Financial, Staff, and Member Management (50%)**

1. Ensure the Board is fully informed on the financial condition of the Coalition and all important factors influencing it. Maintain positive relationships with Board members and respond in a timely fashion.
2. Work with the Board, staff and financial committee in preparing a budget and quarterly reports; see that the organization operates within budget guidelines.

3. Ensure that adequate funds are available to permit the organization to carry out its work and spearhead grant writing and fundraising.
4. Jointly, with the president of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.
5. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
6. Manage human resources included the recruitment, employment, and release of all personnel, both paid staff and volunteers.
7. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
8. Encourage staff and stakeholder development and education, and assist program staff in relating their specialized work to the total program of the organization.
9. Ensure gaps are filled with proper personnel, such as when programs demand increased capacity or Working Groups need increased support.
10. Provide professional development and training and supervision for new program staff.