



Job Opening at Community Crops: Executive Director

Community Crops is a 501(c)(3) non-profit organization in Lincoln, Nebraska. Since 2003, Community Crops has operated a network of community gardens, where families grow food for themselves. In 2005, Crops founded the Growing Farmers Training Program to support beginning specialty-crop growers in Lincoln, Nebraska as they start successful small farm businesses. This hands-on training program is unique in Nebraska. Through our efforts in the past fifteen years, over 200 people have received in-depth training, 14 existing farms have improved their operations and 60 have started their own farm businesses.

Community Crops currently has ten community gardens, a successful winter Community Supported Agriculture program, youth garden and cooking education, and a Veggie Van. Community Crops has five full-time staff positions, one part-time position, three AmeriCorps members, and many volunteers. We are a dynamic organization that provides strong leadership on local food issues in the Lincoln community.

Community Crops is currently seeking an Executive Director to lead us into the next exciting chapter for our organization. The ideal candidate will provide strong leadership, fundraising, and fiscal management to the organization. Community Crops seeks an Executive Director that can further build on our existing partnerships and relationships in the community, while strategically fostering innovative new partnerships.

Position Requirements:

1. Organizational experience leading a diverse group of staff, volunteers and program participants with positive results.
2. Demonstrated leadership skills including a high degree of professionalism, problem solving, decision making, and delegation skills.
3. Experience in financial management, community relations, and program delivery.
4. Demonstrated ability to organize, direct, plan and implement fundraising strategies.
5. Ability to prioritize and manage multiple projects and follow through on issues in a timely manner.
6. Knowledge and experience in a variety of computer programs (Google Drive, Neon, Quickbooks, etc.)
7. Bachelor degree preferred.

This position is full-time and reports to the Community Crops Board of Directors. Benefits include full dental insurance, a \$1,800 a year medical expense stipend, flexible scheduling and paid time off. Please submit your cover letter, resume, and references to angie@communitycrops.org or send to: Community Crops, 1301 S. 11th Street, Lincoln, NE 68502. Resumes will be accepted through June 15, 2018.

Please visit the Community Crops website for more information: www.communitycrops.org

Executive Director Job Description

Organizational Responsibilities

Assure that Community Crops has short and long range plans and goals for the organization, consistent with the mission and towards which it makes consistent and timely progress.

Provide leadership in developing or expanding program, organizational, and financial plans with the Board of Directors and staff; and carry out plans and policies authorized by the Board.

Budget and Finance

Direct the preparation of the annual operating budget for recommendation and approval by the board of directors.

Ensure that adequate funds are available to permit Community Crops to carry out its work and that all contract and grant reporting requirements are completed in a timely manner.

Responsible for developing, monitoring and maintaining sound financial practices

Keep Community Crops Board informed of ongoing financial, programmatic and administrative functions of the organization and important factors influencing it.

Responsible for preparation and timely filing of all Federal and State required tax and reporting forms.

Grants Management

Serve as project director for all grants applications and awards and management of all grant resources.

Coordinate reports and reimbursements with Office Manager.

Communicate information regarding grant applications, awards, implementation, and status to Community Crops Board.

Seek out and facilitate public speaking and area collaborative opportunities.

Fundraising

Oversee fundraising and development effort with a view to diversifying funding streams to support existing program operations and expand capacity to implement the strategic plan.

Direct fundraising planning and implementation and maintain fundraising records.

Develop and maintain ongoing relationships with donors.

Oversee fundraising events including annual plant sale and Feast on the Farm

Expand local revenue generating and fundraising activities to support existing program operations.

Community and Public Relations

Assures the organization and its mission, programs, products and services are consistently presented in positive images to relevant stakeholders and the public.

Supervise and actively engage Crops volunteers, board members, event committees, alumni, partnering organizations, and funders in Crops activities and events.

Establish and maintain sound working relationships and cooperative arrangements with community groups, allied organizations, and funding sources.

Human Resource Management

Manage the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.

Responsible for recruitment, hiring, supervision, training and development of Community Crops staff.

Work with staff to develop and implement staffing patterns that optimize program efficiency.

Ensure that job descriptions are developed, that regular performance evaluations are conducted, and that human resource policies and procedures are developed and communicated to staff.

Create and maintain a positive work environment conducive to collaborative culture and cooperative working relationships aimed toward the development of new or expanded programs.

Coordinate individuals and groups contracted with Community Crops for involvement in designated programs.

Professional Development

Maintain professional knowledge and skills by attending relevant workshops, trainings, and conferences. Review professional materials and literature to better serve the organization.

