



NORTH COAST FOOD WEB

Position: Executive Director

Full-time | 1 FTE (30 - 40 hrs/week), with reasonable flex/comp time

Anticipated Start Date: July 1st

Location: on-site in Astoria, Oregon

About North Coast Food Web

Founded in 2011, the North Coast Food Web's mission is to **cultivate healthy communities and a vibrant economy through food producer support services and improved access to local food**. Our vision is a community that is home to a diverse and thriving group of farmers, fishers, foragers, and food makers that can start and sustain their food businesses here on the North Coast.

In pursuit of our mission and vision and recognizing historical and present-day racism and inequity in our food system, North Coast Food Web is committed to justice, equity, diversity, and inclusion. We are an Equal Opportunity Employer*. Our employees and our Board members are people with different strengths, experiences, and backgrounds who are all passionate about creating positive change in our local community food system. We're seeking candidates from all backgrounds and walks of life who are excited about helping us build the future of our North Coast food system.

Overview:

The North Coast Food Web is seeking a new Executive Director to lead our growing nonprofit into its next decade! Our Director is responsible for providing overall leadership for the organization, including developing and carrying through our strategic plan, fundraising, financial management, community partnerships, managing a growing team of 3-6 staff, and other duties. The ideal candidate should understand the historical and present-day workings of local food systems in rural communities and have experience leading the implementation of equity-focused programs. In 2022, among other high-priority initiatives, the North Coast Food web is looking for ways to address our current capacity constraints in our existing space and physical infrastructure. Potential solutions include relocating or other alternatives. We're planning to demonstrate our commitment to creating a resilient and equitable food system by overcoming our current constraints and increasing our impact and outcomes. So, it's an exciting time to join our small but mighty team.

Key Responsibilities:

Ensure the implementation of justice, equity, diversity, and inclusion (JEDI) practices and goals within the organization and its partners in the course of carrying out the following responsibilities:

- **Strategic planning:** Develop and implement organization's strategic plan to fulfill the organization's mission and vision
- **Leadership and management:** Manage and support staff, providing clear direction and leadership including: performing quarterly and annual reviews, hiring, on-boarding and off-boarding employees, goal setting, project management support and work prioritization
- **Fundraising:** Develop and execute annual and sustaining fund development in collaboration with Board and other staff, including outreach to private and public sources
- **Budgeting and cash flow management:** Prepare and maintain the annual operating budget and oversee financial operations, seeking Board input and support where necessary
- **Programs support:** Supervise annual operating plans for all programming, aligning programming with strategic plan and our mission and vision
- **Evaluation:** Evaluate and track programmatic excellence and benchmarks to share with the Board, funders, and the community
 - Designate quantifiable benchmarks and measurement tools for all programs;
 - Monitor and evaluate program performance across the organization
- **Relationship-building:** Interact with the broader community, including individuals, businesses, and other non-profits, serving as our ambassador at public events
- **Board management:** Maintain and support the Board of Directors, equipping them to effectively represent our organization effectively in the community
- **Community collaboration:** Cultivate and maintain collaborations with partner organizations
- **JEDI:** Lead organization's on-going skill building and practices related to JEDI

Requirements:

- Demonstrated commitment to NCFW mission, vision and equity statements.
- 2+ years fund development experience including budgeting, fiscal management, grant writing, fundraising, donor solicitation, program management and development
- 2+ years experience supervising staff, leading and managing teams

Desired skills and characteristics:

- Proven ability to seamlessly set, direct and follow through on multiple priorities at the same time within the framework of a long-term vision
- Ability to work independently and as part of a team; willingness to support others to build momentum, identify and achieve short-term milestones and share success
- Self-directed and organized with the ability to: prioritize your own work and work of other staff members; create and carry out plans independently; meet goals and benchmarks
- Excellent communication and interpersonal skills, with the ability to work with and build relationships with diverse individuals including stakeholders and community partners
- Understanding of and commitment to food and justice and equitable access
- Ability to occasionally work outside regular business hours for meetings and events, including monthly evening Board meetings

Bonus points:

- Minimum 2 years of experience leading a non-profit business and managing a staff of 2+ people
- Experience working in local food systems, farming and agriculture, especially in community food systems in the Pacific Northwest or rural communities
- Understanding the needs of marginalized and underserved communities
- Relevant educational, volunteer or life experience
- Passion for bringing your own fun and creative insights into food systems work

Other Position Details:

- **Reports to:** Board President, Board of Directors
- **To apply:** Please send your resume, cover letter and 3 professional references to president@northcoastfoodweb.org. Applications will be evaluated on a rolling basis beginning April 15th, 2022. Early applications are encouraged.
- **Position requires candidates to be based in or near Astoria, Oregon.**
- **Hours:** 40 per week, Monday - Friday with at least 3 days/week on-site/in-person during core staff hours
- **Salary \$50,000 - \$60,000** dependent on experience and hours commitment
- **Benefits:**
 - 2 weeks paid vacation
 - Sick & personal days
 - 10 paid holidays
 - Flex and comp time
 - Friendly, casual work environment

- Vibrant downtown Astoria location
 - Talented, knowledgeable and dedicated staff
 - Cell phone reimbursement
- 90 days probation period; evaluated on a quarterly and annual basis by Board of Directors

**The North Coast Food Web 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. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and community.*