



Our Neighbors Farm & Pantry

POSITION DESCRIPTION: EXECUTIVE DIRECTOR

Position Overview

Position Title: Executive Director
Reports to: Board of Directors
Appointment Type: Full-time, salaried

Our Neighbors Farm & Pantry (ONF&P), a non-profit organization, seeks a full-time executive director to guide its next period of growth and development. The executive director will lead ONF&P in exploring options for broadening its impact and increasing its ability to address hunger issues in Graham County. This is a unique opportunity for an experienced individual to provide the vision and leadership required to build on the enormous success of the past few years, oversee innovative approaches to increasing access to and availability of food, and take ONF&P to the next level of development. The executive director will be responsible for the day-to-day operations of ONF&P, including strategic leadership and management, fundraising, communications/outreach, administration, and financial management.

Our Mission

The purpose of ONF&P is to end hunger in the communities we serve through food distribution, education, and advocacy. To this end, ONF&P implements three inter-related programs: a food pantry, a farm, and a garden education program.

Our Community

ONF&P is headquartered in Safford, Arizona, a rural town along the Gila River, and serves communities across Graham County. The area is characterized by a major mining enterprise, ranching, and cotton production. Surrounded by beautiful mountains, the region offers a slower-paced lifestyle, a family-oriented community, a lower cost of living, and a variety of year-round outdoor activities. Graham County is home to Eastern Arizona College and the full-service Mt. Graham Regional Medical Facility.

Our Organization

ONF&P is a small non-profit that plays an important leadership role in addressing hunger in our community. Based on the strong belief that more can be accomplished by working collaboratively, ONF&P emphasizes partnership development and cooperation with other food security-related organizations.

ONF&P's food pantry, which began operations in 2008, now provides food to over 2000 people each month. Food is distributed directly to pantry clients, directly to low income communities and housing

developments, and through other charitable organizations such as Meals on Wheels and Wellness Connection. The Pantry distributed over 262,000 pounds of food in 2016 and is projected to distribute over 300,000 pounds of food in 2018.

ONF&P's 1.3-acre garden was started in 2012 in part to provide fresh, nutritious vegetables and fruit to pantry clients. It also includes a small ornamental garden demonstrating low water use. The garden was sited and designed specifically for education. In addition to the Safford garden, ONF&P recently acquired a 3.5-acre property with housing and the potential for other farming or related activities.

ONF&P is committed to helping children learn about and experience healthy eating, gardening, and nature study. Through a partnership with local elementary schools, students participate in both classroom learning and hands-on experience at the farm, sowing seeds, planting seedlings, weeding beds, and harvesting vegetables. This program is scheduled for expansion during the 2018-2019 school year.

ONF&P recently formed a consortium with three other local organizations to jointly host AmeriCorps National Civilian Community Corps (NCCC) teams that assist consortium members in addressing specific community needs. The NCCC crews are housed in living quarters owned, developed, and managed by ONF&P. These quarters, Cactus House and Cactus Bunkhouse, are now available for housing interns, employees, AmeriCorps NCCC crews, and AmeriCorps State members.

Over the past year, ONF&P has put considerable effort into building organizational sustainability. Increased focus on fundraising resulted in ONF&P being awarded first prize for "funds raised by a small, rural organization" on Arizona Gives Day 2018. Successful grant applications led to the purchase of a refrigerated box truck that allows ONF&P to access and distribute more food. The replacement of an old walk-in cooler and installation of solar panels significantly lowered utility bills, freeing funds for other uses.

Key Responsibilities/Essential Functions

The major responsibilities of the executive director include, but are not limited to:

Strategic Leadership/Management

The executive director serves as the principal resource to the Board of Directors and gives strong direction in program and policy formulation. S/he partners with the Board of Directors to develop a shared vision for the organization, craft organizational goals, and develop strategies to ensure that the goals are achieved. S/he ensures coordination and alignment of all ONF&P activities to the strategic direction. S/he shares information that enables the board to effectively carry out its role and supports board development.

Fundraising

Fundraising is a priority activity for the executive director, including identifying, cultivating, soliciting and retaining prospective/current donors and key leaders; leveraging contacts and relationships into fundraising opportunities; utilizing print and social media to raise funds; attending community and other related events to promote ONF&P; maintaining and managing a donor database; engaging in grant research and preparation; reporting to funders; and promoting a culture of fundraising within both the board and ONF&P in general.

Communications/Outreach

The executive director serves as the primary spokesperson and public face for ONF&P, promoting the organization, advocating for ONF&P's mission, and building and leveraging relationships and strategic alliances with other stakeholders and partners. In addition, the executive director maintains a web page and utilizes other social media to promote the organization and produces print media to keep interested parties informed of ONF&P activities.

Administration

The executive director has overall responsibility for the day-to-day operations of ONF&P, including food pickup, warehousing, and distribution; garden education and garden production; and management of the volunteer housing unit. The executive director is responsible for overall management of all staff and volunteers (including AmeriCorps State members and AmeriCorps NCCC crews); maintenance of grounds, buildings and equipment; purchasing and receiving of goods; and record keeping.

The executive director establishes and maintains sources of food. This includes working with the Community Food Bank of Tucson; liaising with local grocery stores and restaurants; promoting and supporting community food drives; and collaborating with other stakeholders.

Financial Management

The executive director is responsible for ensuring that ONF&P resources are managed wisely. S/he works with the volunteer bookkeeper and the board to maintain ONF&P's budgeting and accounting systems, monitor budget compliance, track grants, prepare financial reports, and ensure that appropriate financial controls are in place.

Experience/Position Requirements

- Substantial experience working in the non-profit sector and interacting with staff, volunteers, and diverse boards
- Experience in change management and steering an organization from one stage of growth to the next
- Experience in strategic planning and management
- Expertise in a minimum of one ONF&P program area: food pantry management, garden production or education
- Demonstrated success in fundraising, grant writing, and expanding donor support
- Experience in collaborating, developing partnerships, and building teams
- Ability to command the confidence and respect of staff, volunteers and the community
- Experience in budgeting and managing the finances of a small non-profit

Other Desired Qualifications/Skills

- Experience with STEM, environmental or natural sciences education
- BA in a related field
- Computer skills
- Previous management experience

Compensation

Commensurate with experience

Benefits

Contribution to health savings account, retirement plan, possible housing assistance, garden produce

To Apply

Please send a cover letter describing why you are a perfect fit for this position and how you will be an asset to our organization. Also include your resume, three references, and salary requirements.

Email to: ourneighborsfarmandpantry@gmail.com

OPEN UNTIL FILLED

August 16, 2018