



Executive Director Job Description

Type: Employee, part-time salaried

Compensation: \$44,000 annually

Location: Remote position with onsite market days as needed

Common Greens is a 501(c)3 organization working to connect Central Ohio communities to small regional farmers and food producers in vibrant, inclusive marketplaces. We currently operate 3 Central Ohio farmers markets with a focus on amplifying the impact of our food producers, improving local food access, and growing consumer appreciation for locally produced foods. Learn more about us at commongreensohio.org.

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Common Greens' programs, staff of 3-4 (market manager and seasonal market staff), expansion, and execution of its mission. They will initially develop deep knowledge of the organization, core programs, operations, and business plans.

Responsibilities

Leadership & Management:

- Responsible for the overall administration of all farmers' markets operated by Common Greens' farmers markets, including overseeing market day vendor support, communications, and vendor support tools in coordination with applicable market day staff.
- Responsible for care, preservation, maintenance and coordinated safekeeping of all property, business records, and motor vehicles of Common Greens.
- Ensure ongoing programmatic excellence, and consistent quality of finance and administration, fundraising, communications.
- Actively engage and energize Common Greens volunteers, board members, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for operations.

- Responsible for the recruitment, hiring, onboarding, training, supervision, professional development and evaluation of all staff and personal service contractors, including seasonal or program employees.
- Develop effective systems to regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- In collaboration with the Market Committee and Market Manager, develop and lead the vendor strategy and selection process, drafts vendors rules and regulations for Board approval, and is responsible for overseeing the enforcement of approved rules and regulations.
- Provide strategic leadership for Common Greens, and shall participate in the drafting and implementation of the Common Greens strategic plan.

Fundraising & Communications:

- Create and carry out fundraising efforts. The Executive Director shall research and identify sources of support, seeking opportunities to generate funding, and shall maintain strong ties with individual, foundation, and/or grant support sources.
- Deepen and refine all aspects of communications – from web presence to external relations – with the goal of raising consumer awareness of Common Greens’ farmers markets, programs, and mission.
- Act as the principal spokesperson and advocate for Common Greens in the organization’s dealings with other organizations and with the general public.
- Oversee the Common Greens marketing strategy, with focus on recruiting high quality vendors and bolstering market day sales.
- Regularly attend monthly Board meetings and provide guidance and advice to the Board regarding operations, including strategic advice regarding organizational planning.

Planning:

- In collaboration with the Board, shall provide strategic leadership for Common Greens, and shall participate in the drafting and implementation of the Common Greens strategic plan.
- Lead financial management and planning for Common Greens, in collaboration with the designated Board committee and/or officer(s). The Executive Director shall prepare a draft annual budget for Board approval, and shall recommend to the Board any such amendments to the annual budget that, in his/her/their judgment, should prove prudent.

Qualifications

The ED will be thoroughly committed to Common Greens’ mission. All candidates should have proven leadership, fundraising, and relationship management experience.

Specific requirements include:

- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Ability to coach staff, manage, and develop mission-oriented teams
- Past experience managing a budget, setting and achieving strategic objectives
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Past experience working with a nonprofit and Board of Directors with the ability to cultivate existing board member relationships
- Ability to work effectively in collaboration with diverse groups of people
- Experience in local food systems, farmers markets, or public health preferred
- Action-oriented, entrepreneurial, adaptable, and innovative approach to planning
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Common Greens will consider a job share for the right candidates.

To Apply

Applications consist of three items: a cover letter, résumé, and names of three references (indicate email address, phone number, and their relationship to you). Please combine all of these in a single .pdf. Your cover letter should address how your experience and background meet the requirements of the position. All application materials should be submitted via <https://forms.gle/cH6doEwzefqUupM26>.

Applications received by midnight ET on 10/31/22 will be assured full consideration. The ideal start date for this position is within the first two weeks of December.