



Position Description: Executive Director

Reports to: The Board of Directors

Purpose:

To lead Community GroundWorks (CGW) in the achievement of its mission, including organizational management and planning, fund development, public relations and supervision of staff and programs

Status:

Exempt position, 40 hours per week

Direct Reports:

- Associate Director
- Education Director
- Farm Director
- Natural Areas Manager
- Bookkeeper
- Administrative Assistant

Essential Functions:

1. Organizational Management

Community GroundWorks employs a collaborative decision-making process. The Executive Director coordinates staff, board of directors (Board), programs, site management and administrative functions of the organization.

- Hire, support and evaluate program directors and other staff who report directly to the Executive Director
- Work collaboratively with the Board, staff and other constituents
- Ensure the organization has a long-range strategic plan to make consistent and timely progress to achieve its mission
- Attend staff, board, and other relevant meetings as necessary
- Support Board operations and administration
- Act as the formal interface between Board and staff
- Provide oversight of Troy Gardens site improvements, stewardship and management
- Oversee all programs and ensure quality promotion and delivery of products and services
- Oversee and participate in all administrative functions such as bookkeeping, budgeting, financial reporting and/or office management
- Ensure compliance with the terms of CGW's organizing documents, provisions of its non-profit organizational status and state/federal reporting requirements

2. Fundraising and Donor Relations

As a non-profit, Community GroundWorks is dependant on a diversified and successful fundraising plan. The Executive Director is ultimately responsible for all organizational fundraising.

- Oversee the development and implementation of a strategic long-term fund-raising plan
- Develop and maintain excellent relationships with grant funders and both private and corporate donors
- Oversee and participate in fundraising for general administration, programs, site development and maintenance through grant writing, donor appeals, capital campaigns, special events, earned income, etc.
- Oversee and participate in progress, evaluation, and financial reports to grant funders
- Ensure that all funding records, reports, and data are accurate, complete and up to date at all times

3. Community and Public Relations

The Executive Director is the face of the organization. She or he assures that the organization and its mission, programs, products and services consistently present a strong, positive image to relevant stakeholders.

- Develop and implement a public relations plan aimed at building awareness and support for Community GroundWorks
- Serve as a spokesperson for Community GroundWorks and Troy Gardens at site tours, events, media interviews, etc.
- Cultivate awareness and involvement in Community GroundWorks among community and neighborhood groups, businesses, and the community at large
- Coordinate the production of outreach materials (displays, brochures, flyers, articles, press releases, website and background materials)
- Encourage and promote community involvement and decision making in CGW programs and the organization as a whole

4. Additional Responsibilities

- Mobilize needed financial, volunteer and other resources
- Develop partnerships with other organizations and programs, when feasible and appropriate
- Take on additional tasks as directed by the Board of Directors

Qualifications

- Minimum of three years experience and demonstrated skills in nonprofit development and administration
- Minimum of three years experience and demonstrated skills in grant writing and fundraising
- Experience in program development and management
- Experience and demonstrated skills in as many of the following areas as possible: financial management, personnel management, community outreach, group facilitation, board and policy development
- Formal education and/or advanced training in one or more of the above areas are desirable, but not a substitute for experience and demonstrated skills/ability
- Experience working with volunteers, non-profits, and community-based organizations
- Excellent communication skills, including public speaking and writing
- Ability to use computers, including proficiency with Microsoft Word, Excel, internet communication programs and familiarity with QuickBooks
- Ability to work independently and as part of a team
- Ability to handle multiple demands and follow through on commitments
- Experience working with people of diverse backgrounds; including children, the elderly, and people of many cultures
- Ability to do physical work as needed
- Familiarity with the Madison philanthropic community and local funders desired
- Experience in the areas of organic agriculture and natural areas restoration considered a plus.