

POSITION DESCRIPTION
EXECUTIVE DIRECTOR
LOCAL FOOD HUB



Application deadline: June 16, 2022, or until filled

LOCAL FOOD HUB

Local Food Hub is a nonprofit organization, founded in 2009, that advances equitable access to fresh food, independent farms, and fairness in farming. Based in Central Virginia, Local Food Hub fulfills its mission by:

- Providing Virginia's independent and minority farmers with technical assistance, financial support, and training in the areas of food safety, marketing, crop specifications, and more
- Facilitating access to new markets for independent and minority farmers, including opportunities to connect directly with customers
- Designing and operating programs to increase access to fresh, local food in food insecure communities
- Actively participating in food access, food justice, and food policy coalitions and initiatives
- Championing policies that benefit independent farms and address inequities in the food system
- Managing a regional network of food hubs

In 2022, Local Food Hub has an annual operating budget of over \$800K, which is funded through a combination of individual donations and private and government grants. The organization is led by a diverse Board of Directors and employs 8 full-time and part-time staff members to advance its mission. Staff have been working fully remotely in response to the pandemic, with hybrid working arrangements possible in the future.

POSITION DESCRIPTION

The Local Food Hub Executive Director has broad responsibilities in strategic efforts to improve local and regional food systems, as well as ensuring the effective operation of the organization. To be most effective, the Executive Director should have a collaborative leadership style and an ability to manage multiple projects while maintaining an openness to changing situations and opportunities.

The Executive Director is responsible for managing all aspects of the organization and centering racial justice in the organization and throughout its work. This position reports to the Board of Directors. Key responsibilities for the role include strategy, vision, and board development; management, administration, and staff development; program development; fundraising and donor engagement; and fostering programmatic partnerships.

Specific job duties, responsibilities, qualifications, and application instructions can be found below.

RESPONSIBILITIES

Strategic Leadership and Governance

- Champion the mission, vision, and goals of Local Food Hub in collaboration with the Board of Directors, staff, and stakeholders
- Ensure mission, operations, programs, and resource development remain aligned
- Stay abreast of developments in food systems trends and agricultural policies, and adjust strategy and programs accordingly
- Ensure that Local Food Hub's structure, policies, operations, programs, and partnerships advance equity and justice
- Recruit, lead, motivate, and mentor a diverse, high-performing, and values-driven team. Support a culture of collaboration, learning, effective communication, and impact.
- Collaborate with the Board of Directors to maintain good governance. Support the Board's recruitment efforts with an emphasis on equity and breadth of expertise.

Fundraising

- In partnership with the Director of Advancement and Communications and the Board of Directors, set strategy and direct annual and long-term plans that cultivate, maintain, and grow relationships with a broad range of supporters, including individuals, local and national foundations, and local, state, and federal government funders, and that ensure a diversity of revenue streams
- Attend to and grow existing relationships with major donors and foundations, and personally solicit major gifts
- Identify and engage new donors
- Collaborate with the Director of Advancement and Communications to maintain effective fundraising systems to manage and track donor data and trends

- Lead overall strategy for grant funding; oversee design and submission of grant applications, particularly at the state and federal level, and manage the implementation of grant-funded work
- Ensure compliance with all relevant reporting and legal requirements

Communications, Advocacy, and Public Relations

- Along with the Director of Advancement and Communications, identify opportunities, strategies, and partnerships that enhance the visibility of Local Food Hub’s mission, priorities, and programs
- Serve as a spokesperson for the organization and represent Local Food Hub to a broad constituency of funders, individual donors, and the media
- Foster and sustain a strategic network of regional food systems partners
- Connect with relevant community leaders and elected officials, staff, and commissions and support mission-related policy initiatives as appropriate

Finance and Operations

- Oversee finances in collaboration with the Accounting Director and the Board of Directors
- Support effective budgeting and tracking of expenses
- Ensure compliance, clear financial reporting (including annual audits), and accurate cash flow projections
- Ensure creation, adherence to, and maintenance of policies and procedures that facilitate effective workflow, decision-making, and communication
- Determine and secure supportive workplace arrangements which may include virtual, hybrid, and in-person settings
- Oversee HR policies and activities, including hiring and directing Local Food Hub staff, legal compliance, and coordinating efforts to meet strategic plan objectives
- Create and promote a positive, inclusive, productive work culture with responsive and clear communication, upfront expectations, and effective staff onboarding
- Lead and expand efforts to attract, listen to, and incorporate diverse voices across organizational efforts

EXPERIENCE, SKILLS, AND QUALITIES

While no single candidate is likely to possess every qualification listed below, the following are considered priority areas.

- *Record of Leadership.* Demonstrated experience leading mission-oriented teams
- *Passion for mission.* Shares a vision for equitable and sustainable food systems

- *Operational excellence.* Experienced in effectively building and implementing systems and procedures to align organizational direction and resources
- *Focus on Equity.* Strong understanding of equity and racial justice in an organizational context
- *Intellectual leadership.* Practiced at forward-looking thinking, innovation, and long-term strategic planning; open to changing situations and opportunities
- *Fundraising acumen.* Skilled fundraiser with a successful record of revenue generation through individual and corporate philanthropy; government and foundation grants; and event-based fundraising
- *Effective communication.* Ability to passionately and effectively share Local Food Hub's vision and work with a range of audiences; impeccable written and verbal communications skills
- *Relationship Building.* Cultivates relationships with a range of partners, stakeholders, and community members with authenticity and care
- *Emotional intelligence.* Leads with empathy and active listening; has strong collaboration skills
- *Managerial expertise.* Record of recruiting, developing, mentoring, and managing staff
- *Food systems knowledge.* Expertise with issues related to agriculture, food access, food equity, and fairness in farming
- *Local ties.* Familiarity with, or personal or professional connections to, nonprofits, food systems, or community organizations in the Central Virginia region

WORK ENVIRONMENT AND TRAVEL

Local Food Hub is based in Charlottesville, Virginia.

In general, Local Food Hub enjoys a fast-paced environment with the majority of time devoted to desk work. Physical demands are minimal and typical of office work. Some evening and weekend work is required, although it is uncommon.

Local Food Hub employees have been operating on a fully remote basis since the pandemic began. Shifting to hybrid working conditions as the pandemic abates is a possibility. Periodic business travel, estimated at up to 20% of time and predominantly local, may be required for farm visits, conferences, and other in-person collaboration. Business travel arrangements are the responsibility of the employee and costs are eligible for reimbursement.

EQUAL EMPLOYMENT OPPORTUNITY

Local Food Hub is an equal opportunity employer. We strongly encourage and seek applications from people of color, bilingual and bicultural individuals, women, and members of the LGBTQ communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process.

COMPENSATION

The Executive Director is an exempt salaried position at 100% full time equivalent (40 hours/week). The beginning compensation range is \$87,000 - \$94,000 with benefits including health insurance, a retirement savings program, wellness days, and generous paid leave.

POSITION START TIME FRAME

September 2022 is preferred as the starting timeframe for this role.

APPLICATION PROCESS

Please send a cover letter and resume to **EDRole@localfoodhub.org** by Thursday, June 16. In your cover letter, please address: your leadership and management style; your experience advancing diversity, equity, and inclusion in a personal or organizational context; and your familiarity with and experience in food systems (if relevant).

Applicants who are selected for an interview will be notified once the initial recruitment period has ended on June 16; first round interviews are anticipated to start the week of June 27. Finalists will be asked for 3 references who can speak to their qualifications and candidacy.

Please direct any questions about the role or application process to
EDRole@localfoodhub.org.