



Executive Director – Job Description

To apply, please send resume and cover letter to EDApplications@wasatchgardens.org

Organization and Program Description

Wasatch Community Gardens (WCG) is a community-based nonprofit 501(c)(3) organization that envisions an inclusive, robust, and vibrant community that is nourished by healthy and affordable food. WCG has served Wasatch Front residents since 1989 with the belief that the quality of a community is directly related to the quality of its food. We offer garden space, educational programs, and community events to empower people to grow, harvest, and prepare fresh, healthy food. We execute our mission through four main programs: Community Garden, Youth and School Garden, Community Education, and Job Training Program at the Green Team Farm.

Overview

This position is responsible for the ultimate leadership, strategic direction, and long-term financial viability of WCG. The Executive Director is also the main organizational liaison to the Board of Directors. This position is evaluated by the Executive Committee of the Board of Directors.

Responsibilities:

Fundraising, Development and Community Relations

- Promote WCG's programs locally and nationally as a leading voice in the urban agriculture, youth gardening and community gardening fields
- Collaborate with state and local governments, and community, business, academic institutions, and other partners to further the mission of the organization
- Raise all necessary revenue
- Lead WCG's strategic fundraising vision to guarantee long-term organizational growth and sustainability
- Ensure cultivation of foundation, individual, governmental, and corporate donations to support programmatic and general operating financial needs
- Ensure that organizational brand and identity reflect WCG's core values

Financial Management

- Oversee all financial activities of the organization (budgeting, resource allocation, financial reporting to the Board, etc.)
- Create and monitor annual operating budget
- Present financial reports to Board Finance Committee and Board of Directors
- Ensure accounting practices follow all state and federal laws, IRS regulations and GAAP
- Ensure all state and federal reporting requirements are being met
- Oversee annual audit and year-end 990 tax filing

Strategic Direction

- Develop and obtain Board approval for three- to five-year strategic plan aligned with the organizational mission
- Oversee WCG internal leadership in development of annual objectives to support the strategic plan
- Oversee attainment of annual objectives and report progress to the Board

Human Resources

- Develop WCG's core operating values and ensure they are reflected throughout the organization
- Develop WCG's organizational structure, and recruit, retain, and promote staff per the structure
- Ensure succession planning and bench development
- Strengthen a culture of diversity, equity, and inclusion
- Model positive leadership with respect for others and a commitment to ethics and compliance with the law
- Oversee the development of employee benefit packages
- Act as liaison between Board and staff to ensure a consistent shared vision by all parties

Board Development

- Collaborate with Board members to recruit and cultivate Board members that fulfill organizational needs
- Collaborate with Board Chair and Executive Committee to create and maintain highly functional Board and Board committees
- Act as a liaison between Board and staff to ensure a consistent shared vision by all parties

Qualifications:

Required:

- Experience in an executive leadership position; Executive Director of a non-profit or charitable organization preferred
- Bachelor's degree in a related field, or a combination of equivalent background, skills and experience
- Demonstrated success in large scale, non-profit fundraising
- Demonstrated competency in strategic planning and non-profit financial management
- Demonstrated success as a team leader and player
- Experience in facilitating group processes and positive group dynamics, with a strong ability to mediate, manage conflict, and negotiate with internal and external partners
- Demonstrated experience developing organizational mission, aligning activity to the mission, overseeing implementation and measuring effectiveness
- Experience with public speaking, with excellent written and oral communication skills
- Experience organizing and building partnerships with diverse communities and partner organizations in both the public and private sector
- Proven track record of influencing governmental and policy organizations, with extensive Salt Lake/Utah contacts preferred

Preferred:

- Master's degree or equivalent experience
- Extensive Salt Lake/Utah community contacts – fundraising, governmental, policy
- An understanding of urban agriculture, community gardening, and educational programming
- Experience in guiding/executing targeted marketing programs to achieve organizational goals around events, awareness and fundraising
- Fluency in a foreign language; Spanish preferred

Work Environments:

- Office in person (unless disallowed by public health order/recommendation); remote work from out of state will not be considered
- Wasatch Community Gardens' Campus and gardens
- Potential/developing garden space
- Government/community/partner locations
- Fundraising locations

Physical Requirements:

- Sitting, hearing, listening, talking
- Repetitive hand motion, including typing
- Walking indoors and outdoors, including on uneven and undeveloped ground
- Driving

People of color, people with disabilities, veterans, and LGBTQ candidates are strongly encouraged to apply. WCG is committed to providing equal employment opportunities for all employees and applicants for employment based on individual qualifications and without regard to race, religion, gender, age, national origin, mental or physical disabilities, sexual orientation, or any other similarly protected status. It is our policy to comply with all applicable laws governing employment practices and not to discriminate on the basis of any unlawful criteria. WCG values the diverse backgrounds of its employees and works to create an open atmosphere of trust, honesty, and respect. WCG is an equal opportunity employer and does not discriminate in its employment decisions.

This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.