

# **Come Grow With Us!**

## **Executive Director Search**



WASATCH  
COMMUNITY  
GARDENS

# The Opportunity

TITLE:  
EXECUTIVE DIRECTOR

ORGANIZATION:  
WASATCH COMMUNITY GARDENS

REPORTS TO:  
BOARD OF DIRECTORS

LOCATION:  
SALT LAKE CITY, UTAH

SALARY:  
\$100,000 - \$115,000

WEBSITE:  
[WASATCHGARDENS.ORG](http://WASATCHGARDENS.ORG)



# Vision and Mission

We envision a community where everyone values and has access to growing and eating healthy + delicious food



WCG's mission is to empower people to grow and eat healthy, organic, local food. Since 1989, we have provided children, adults, and families in Salt Lake County with access to land and education for growing and eating fresh produce, while building and nurturing community connections through gardening and healthy food.



# Our Pillars

## PRESERVING PRODUCTIVE GREEN SPACE

Prioritize the preservation of land to steward productively, as acres of green space are developed in Salt Lake County.

## CREATING SHAREABLE MODELS

Create a well of resources to empower others to adapt and implement programs as food insecurity and demand rises.



## STRENGTHENING ORGANIZATIONAL PARTNERSHIPS

Work with partners to understand community needs and adapt models to better serve historically marginalized populations. Partnerships include Salt Lake City, Salt Lake County, the Salt Lake City School District, local farmers, and numerous nonprofit and social service agencies.





# Responsibilities

## Human Resources

### *Culture & Values*

- Maintain and build an organizational culture that fosters a positive, inclusive, and productive work environment
- Ensure that the organization's core operating values (joy, inclusion, collaboration, and stewardship) are honored and reflected throughout operations
- Develop and implement initiatives, activities, and processes that cultivate positive interactions, and ensure supportive organizational culture

### *Personnel*

- Be a resource, leader, colleague, and listener to 30+ employees
- Support Directors in strategic planning and program development
- Recruit, hire, train, manage and retain five direct report positions
- Support direct reports in creating growth opportunities via promotion and internal hiring processes
- Work with Associate Director to determine budget for annual increases and allocations for each department

# Responsibilities

## External Relations

### *Fundraising and Development*

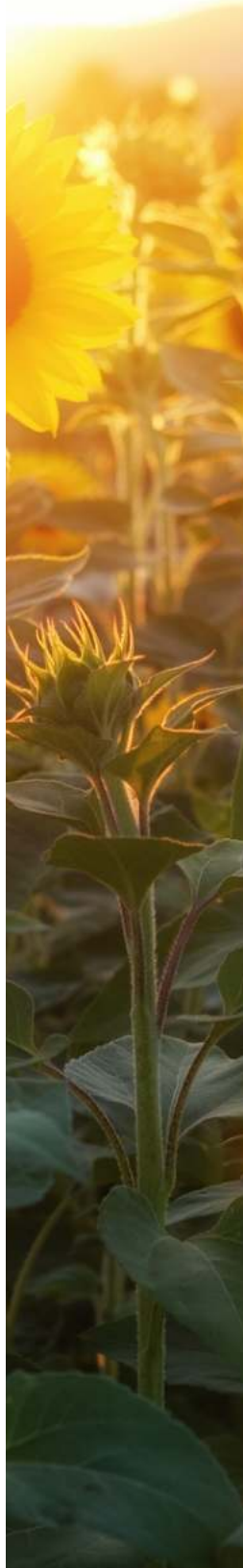
- Ensure fiscal responsibility and achievable growth goals
- annually with the Director of External Relations
- Provide strategic fundraising vision and leadership
- Collaborate with Board and Director of External Relations to maintain, solicit and cultivate financial support
- Provide strategic leadership to develop larger campaigns, secure major gifts, and cultivate high level donors

### *Marketing, Events, and Outreach*

- Ensure organizational identity reflects core values
- Ensure urban agriculture partnerships are based in collaboration not competition
- Promote WCG locally and nationally as a leading educator and resource in the urban agriculture and youth and community gardening fields

### *Programming and Agricultural Operations*

- Collaborate as needed to design innovative programs
- Collaboratively determine development of new food producing sites
- Oversee contract negotiations with site stakeholders such as government departments, land-owners, and partners





# Responsibilities

## Organizational Leadership

- Oversee Department Directors in annual strategic planning objectives
- Collaborate with Board, Directors, and staff to create new three to five year strategic plan
- Oversee all staff committees and assignments and be a resource for the chair of each committee
- Ensure policies and processes are documented, accessible, and followed organization-wide
- Provide opportunities for staff merriment

## Financial Management

- Manage \$2.5M budget
- Oversee Associate Director in managing finances
- Collaborate with Associate Director and Board Treasurer to create/monitor annual operating budget
- Collaborate with Associate Director and Board Treasurer to present financial reports for Board
- Ensure accounting practices follow all state and federal laws, IRS regulations and GAAP
- Collaborate with Associate Director and Board Treasurer to conduct annual audit and 990 tax filing



# Qualifications

**Strong candidates will offer the following skills and experiences:**

- Leadership experience as an Executive Director or in an equivalent position
- Demonstrated success as team leader/player
- Understanding of urban agriculture and its potential as a tool for social change
- A proven track record in fundraising
- Broad business skills including strategy implementation, non-profit finances, and nonprofit management
- Bachelor's degree in a related field, Master's degree preferred
- Experience organizing and building coalitions and partnerships with diverse communities and external organizations
- Excellent written and oral communication skills
- Ability to work with legislature and other governmental organizations and structures
- Ability to operate/learn to operate various technology systems such as CiviCRM, Joomla, Google Suite, Dropbox, and Asana

**Wasatch Community Gardens opposes discrimination and injustice in all forms.**

Research shows that members of underrepresented groups – including women, LGBTQIA+ identified people, Black, Latino, Indigenous, and other people of color – tend to apply for jobs only if they meet every single requirement listed.

Here at Wasatch Community Gardens, we want the best candidate for the job, and that candidate might not always meet 100% of the qualifications listed. If you are passionate about our work and joining our team, we encourage you to apply – especially if you are a member of a structurally marginalized group.

We look forward to your application.



# Who you are

## **You are an equity champion**

You look inward and ask the important questions. You learn from others and advocate for the people you work with. You are ready to enhance and deepen our commitment to diversity initiatives.

## **You are a true collaborator**

You know how to listen and partner with staff and board to jointly achieve results. You connect staff across programs. You are approachable, empathetic and truly care about the people you work with.

## **You have a passion for the purpose**

You are passionate about WCG'S pillars and principles and enthusiastic about carrying out our 5-year growth plan. You can balance a growth mindset with intentionality.

## **You are a master relationship builder**

You are a skilled communicator and storyteller who loves public speaking, connecting with others, and nurturing relationships.

# To Apply



Please email the following materials to:

[edapplications@wasatchgardens.org](mailto:edapplications@wasatchgardens.org)

- Resume
- Short responses (2-page total) to the following questions:
  - Why are you interested in this position?
  - What strengths will you bring to our organization and this position?
  - What is your leadership style and how would that style contribute to this position?
  - How you approach culture building?

Please put “Executive Director- [Your Name]” in the subject line of your email. Applications will be accepted until **5pm, Friday, November 15, 2024.**

