

## **Executive Director Position Description**

Virginia Community Food Connections (VCFC), a 501(c)(3) organization focused on food security by connecting local farmers with all members of the community, is seeking a full-time Executive Director. VCFC's mission is to create healthy, food-secure communities and strong, equitable regional food systems by ensuring fresh and local produce is accessible and affordable for all. VCFC's ideal leader will have nonprofit experience, a commitment to the VCFC mission, and will have the skills to grow a highly successful but young nonprofit to the next level and beyond.

The Executive Director is responsible for planning, directing, and coordinating the operations of VCFC. Reporting to the Board of Directors, the Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization as well as ensuring and improving the performance, productivity, and efficiency of departmental and organizational operations.

The Executive Director is chief spokesperson for the organization to area organizations that address food access and distribution issues. The candidate must be an effective hands-on leader with excellent written/oral communications and interpersonal skills including public speaking and public presentation skills.

### **Major Responsibilities**

#### **Strategic Vision, Leadership and Planning:**

- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff in execution of VCFC mission.
- Execute and coordinate with other staff the writing of grant proposals.
- Planning and implementation of the strategic direction of VCFC over a three to five year horizon. The Board of Directors will assist and advise the Executive Director in updating the strategic plan annually.

#### **Fundraising and External Affairs:**

- Responsible for VCFC fundraising and development of all resources necessary to support VCFC's mission.
- Establish and maintain sound working relationships and cooperative arrangements with community groups and organizations.
- Maintain a working knowledge of significant developments and trends in the areas of food systems and accessibility.
- Represent VCFC's mission and programs to agencies, organizations and the general public. Virginia Community Food Connections is based in Planning

District 16 comprising the City of Fredericksburg and the counties of Caroline, King George, Spotsylvania, and Stafford. The Executive Director is expected to take an active role in and be a part of the community including attendance at public, fundraising, and community events.

**Organizational and Volunteer Management:**

- Review, analyze, and report monthly and quarterly performance data to measure progress against budgetary, grant, and operational objectives and outcomes.
- Establish best practices for operational processes and policies in support of VCFC's mission and goals.
- Develop an effective management team, with appropriate provision for succession.
- Supervise the recruitment, employment, and retention of all personnel, paid and volunteer.
- Complete yearly performance reviews of all employees.
- Maintain an organizational climate that attracts, motivates, and sustains a diverse staff of high quality individuals.

**Financial Oversight:**

- Ensure the financial integrity of VCFC including the submission to the Board of a proposed annual budget.
- Prepares the annual budget, in collaboration with the board treasurer, ensuring compliance with financial policies and procedures, maintaining adequate insurance, and providing quarterly financial status reports to the board of directors.
- Presents monthly treasurer reports with the board treasurer to ensure appropriate and transparent financial practices.

**Board of Directors Support:**

- Communicate effectively with the Board providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Act as liaison with legal counsel in addressing regulatory and legal matters.
- Execute, in conjunction with the Board, legal documents, maintain official records and documents, and ensure compliance with federal, state and local regulations.

**Performs other administrative and executive duties incidental to the work described herein.**

**Preferred Qualifications**

- A college degree in a relevant field, preferably an advanced degree
- Five or more years of senior management experience with a track record of success
- Excellence in organizational management with the ability to develop and manage high-performance teams, set and achieve strategic objectives, and manage a budget
- Knowledge of human resource principles and practices
- Knowledge of systems and data security
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Commitment to high professional ethical standards and a diverse workplace
- Exhibit an awareness and passion for food security, food justice and local farming issues