

High Desert Food & Farm Alliance



Job Title:	Executive Director
Location:	Central Oregon
Job Type:	Full time, Exempt
Compensation:	\$72,800
Start Date:	March 15, 2023 (firm start date)
Hiring Process	<u>Interviews will occur the week of February 15, 2023</u>

About HDFFA

The mission of the High Desert Food & Farm Alliance (HDFFA) is to support a healthy and thriving food and farm network in Central Oregon through education, collaboration, and inclusion. We believe that everyone deserves good food. We define good food as affordable, nutritious and culturally appropriate food that is easily accessible and sustainably produced in Central Oregon.

We recognize that not all Central Oregonians have the same access to this food and we are committed to improving equitable access. We do this by collaborating with over 75 organizations throughout the region to implement our programs. This includes our food access programs (Grow & Give, Fresh Harvest Kit, and VeggieRx) to improve access to and education about food for those experiencing food insecurity (the state of being without reliable access to a sufficient quantity of affordable, nutritious food). Our Agricultural Support program improves the vitality of 65 small to mid-sized family farms in Central Oregon to provide good food. And, our Food & Farm Directory is available in print to 32,000 households, 150 businesses, and is available online and through a phone app, called *Get a Taste*.

We also believe that interested community members and those already participating in our program(s) should have the opportunity to provide feedback and become leaders in our work. We encourage individuals who are new to board service to apply to be on our Board. Or consider participating in our Agricultural and Food Security Advisory Committees to help inform our current work and build the leadership capacity for the future of farming, ranching, and food access in Central Oregon.

Our Culture

Our everyday practices integrate diversity, equity and inclusion (DEI) to both foster a resilient business model and promote a culture of belonging and dignity. With the support of a consultant, we examined our organization with these principles in mind to ensure that we are integrating our DEI work and allowing our team to learn and grow. We encourage the board and staff to operate with open and inquisitive minds, eagerly welcoming new opportunities so that we can grow and flourish.

Our Strategic Plan

We are currently operating in the last year of a 3-year Strategic Plan; new board members, the Executive Director and staff input will be instrumental in helping us move our work ahead until 2026.

Position Summary

HDFFA is seeking a leader with a passion for supporting a healthy and thriving food and farm network in Central Oregon to be the Executive Director. This person will have experience working

in nonprofits, including: program management, budgeting, development and staff oversight. As a leader, they must be open to an inclusive management style to allow for growth and change within the organization, and advocate for and provide systems to build leaders within the HDFFA Team including staff, board members, committee members, volunteers, and partners.

Who you Are:

You care deeply about food, farms and people, and making sure everyone has access to good food. Community and relationships are the central-focus of your work. You love to lead in a positive way and empower staff and other team members to be leaders. You are committed to applying diversity, equity and inclusion principles as a practice in your everyday work, and are willing to challenge systemic and social patterns that perpetuate inequities in our food system.

Essential Functions:

- **Leadership:** inspire passion and motivation to further the shared mission and vision.
- **Financial Performance:** ensure a fiscally responsible organization through careful attention to detail, utilize tools to prepare and follow a budget, and assure that we do not operate outside of sound financial principles.
- **Human Resources and Operations:** hire and manage staff and ensure that we have the proper hardware and software in place for fundraising, collaboration, document creation and storage, communication, productivity, and record keeping.
- **Communications and Outreach:** effectively communicate and market our mission and vision to the public in written and verbal format and represent the organization in public forums; establish, maintain, and utilize relationships with appropriate organizations to strategically enhance our mission.
- **Board Governance and Development:** work with the Board of Directors by providing members with all the information needed to understand finances, programs, goals and outcomes as well as technical support and promoting active board engagement. Contribute to the identification of future board members and collaborate with the Board on meeting annual fundraising goals.
- **Belonging and Dignity:** demonstrate positive and inclusive leadership for all team members of HDFFA
- **Strategic Planning:** participate in strategic planning with the Board and Staff for the organization

Specific Responsibilities:

Programs

- Maintain programs and expand growth into rural and underserved areas of Central Oregon.
- Assure programs are being implemented with integrity and trust for our beneficiaries and with our community partners by:
 - Providing clear and transparent communication with existing partners.
 - Demonstrating the importance of existing relationships by participating in external meetings with partners and inviting them to participate in our programs.
 - Seeking new relationships among agricultural producers, health associates, public agencies, private businesses, distributors, grocers, academia and other food systems members.
- Oversee program development, implementation, evaluation, and responsible budgeting and staffing for all programs in coordination with the Program Director.

- Effectively communicate program progress and evaluation to the board, funders and the public using branded visuals and qualitative and quantitative metrics.
- Consistently communicate with partners, funders, and community organizations to maintain and build trusting and established relationships.

Administrative and Personnel

- Supervise and collaborate with staff in a manner that respects and continues the current culture and environment.
- Lead, coach, advise, develop, and retain a high-performing staff.
- Establish employee policies and procedures.
- Develop and maintain effective systems for staff and board.
- Provide human resources support, both direct and with established consultants.
- Conduct and manage payroll and benefits.

Financial

- Oversee and manage a nearly \$1M budget including a diversified income portfolio and multiple local, state and federal grants and foundations.
- Write, manage, evaluate, and report on private and public grants.
- Retain and improve donor relationships and donations.
- Work with a (new) Development Director to develop annual goals and methods for meeting operational budget.

Outreach

- Effectively communicate and market the mission and vision of HDFFA to the public in written and verbal format.
- Approve and oversee contact and communications with past, present, and future partners and donors.
- Assess stakeholder needs as appropriate to appeal to current and future partners and donors.
- Identify opportunities for projects to advance the mission of the organization.
- Establish, maintain, and utilize relationships with appropriate organizations to strategically enhance the mission of the organization.
- Participate and lead in the maintenance and development of fundraising activities.

Skills & Experience (Required Qualification)

- Bachelor's degree in relevant field
- Minimum of five (5) years of senior level nonprofit organization experience (paid or volunteer).
- Minimum of three (3) years supervising staff.
- Proven ability to work successfully with diverse populations and demonstrated commitment to promoting and enhancing diversity, equity and inclusion.
- Proven ability to implement programs and manage and understand budgets.
- Experience and/or background in food systems/food access/agriculture.
- Development work including but not limited to: donor management, grant writing, and fundraising.

- Knowledge of working with complex budgets and grants.
- Proven success in a leadership position including:
 - developing a clear vision for a program or organization in conjunction with stakeholders, and ability to implement that vision
 - leading teams to achieve excellence and efficiency with strength, vision, compassion and kindness.
 - Ability to recognize and advocate for strengths in individuals and communities.
- Proven success developing and maintaining collaborations and partnerships.
- Authentic engagement with community voices to lead and direct organizational strategy.
- History of being a good communicator.
- Experience developing and overseeing budgets and ensuring the financial well-being of an organization.
- Systems (big-picture) thinker with the ability to make great things happen, and with the judgment to know how to effectively balance those efforts with organizational stability.
- Demonstrated cultural humility (*understanding the complexity of identities - that even in sameness there is difference - and that we will never be fully competent in the evolving and dynamic nature of other's experiences.*) [HealthCity](#)

Preferred Qualifications

- A Master's degree in a relevant field
- Demonstrated history of fundraising.
- Ability to effectively relate to individual, corporate and foundation funders.
- Experienced developing organizational or program messaging and marketing campaigns.
- Public grant knowledge.
- Understand best practices for non-profit organizations, with knowledge on how to implement these best practices.

Compensation, Benefits and Time Commitment

This is a full-time, exempt and benefited position at a range of \$70,000 - \$72,800 depending on experience. The office is based in Bend, with remote work and travel throughout Central Oregon. A personal vehicle is required, and travel will be reimbursed at the government rate. A valid Oregon driver's license is required within 30 days of hire.

Benefits include:

- Health and vision insurance (50% covered by HDFFA)
- Paid vacation, sick and holidays
- Civic participation in jury duty partially compensated
- Fully vested SIMPLE IRA contribution of 2%
- Annual cost of living increase up to 5%
- Flexible work schedule
- Annual professional development stipend
- Connections across the private and nonprofit sectors
- Amazing team to work with!

HDFEA is an Equal Opportunity Employer that abides by federal and state laws that prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation or national origin; or their status as protected veterans or individuals with disabilities.