



Harvest Home Farmer's Market Executive Director Job Description

SUMMARY

Harvest Home Farmer's Market, Inc. is a multi-racial, intergenerational, New York City-based, nonprofit organization that develops and operates farmer's markets in low-income communities and nutrition-education programs. Harvest Home is the second-largest operator of farmers markets in New York City's low-income and marginalized communities. We have achieved unprecedented success in bringing farmer's markets to those who need them most: residents of densely populated, disadvantaged, and often isolated urban neighborhoods. In these areas, people suffer disproportionately from higher incidences of preventable and manageable nutrition-related illnesses such as obesity, diabetes, and hypertension. Our mission is to provide low-income communities access to farm-fresh local produce and nutrition education to achieve healthier lifestyles.

The Executive Director leads and manages the organization in achieving its mission, ensuring the effective delivery of high-quality programs to its constituencies, and guiding the organization's growth and transformation. The ED upholds the organization's vision and exemplifies its commitment to catalyzing change in the lives of adult and teen women, children, and other community members affected by diet-related chronic illness and food insecurity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Management and Administration

- ❖ Oversees all organizational functions, including programs, budgeting, and fundraising.
- ❖ Works with the board and staff to implement changes based on the strategic plan.
- ❖ Manages and supervises all staff.
- ❖ Collaborates with the board leadership to prepare the annual budget.
- ❖ Maintains high-quality programs and accountability procedures.
- ❖ Monitors the continuous evaluation of all organizational programming.
- ❖ Ensures adequate funds are available to permit optimal functioning for all personnel and programming needs.
- ❖ Negotiates and signs all contracts.
- ❖ Oversees the annual audit process.

B. Human Resources

- ❖ Oversees the hiring, release, professional development, and evaluation of all staff.
- ❖ Maintains a climate that attracts and retains a diverse workforce of high-quality people with a focus on consensus building and staff autonomy.
- ❖ Ensures that regular employee evaluations are conducted with an emphasis on professional development.
- ❖ Ensures the development of an effective leadership team.
- ❖ Conducts staff meetings and one-on-one professional development meetings with staff members.
- ❖ Manage a variety of consultants (auditor, digital marketing, grant writer, etc.).

C. Board of Directors

- ❖ Partners with the board, including intensive work with board committees and leadership.
- ❖ Provide information and guidance to the board to facilitate program, policy, and fund development.
- ❖ Assists the board in the recruitment and orientation of new members
- ❖ Oversee and support ongoing board development.

D. Fundraising/Development

- ❖ Seeks new sources of funding, particularly from major donors.
- ❖ Supervises and evaluates all development and fundraising projects.
- ❖ Oversees the creation of the organization's annual development plan, including donor solicitation strategy.
- ❖ Meets with major donors and prospective donors.
- ❖ Liaisons to key foundations, corporate, and government funders
- ❖ Represent the organization at fundraising, foundation, and donor events.
- ❖ Manage the grant application and reporting process at the city, state, and federal levels.

E. Community Relations

- ❖ Develops and oversees the implementation of a strategy to build the public visibility of the organization.
- ❖ Serves as lead organizational spokesperson to the public, funders, events, the media.
- ❖ Secures partnerships with local organizations and community members to create a deeper and more meaningful impact for HHFM.

F. Program

- ❖ Ensure the organization's program integrity and its ability to respond to changing environments and clients' needs effectively.
- ❖ Coordinate central programmatic issues across departments to ensure program quality.
- ❖ Actively seek to collaborate with organizations with similar and/or common goals.



EXPERIENCE AND BACKGROUND

To perform successfully in this position, the following experience and background are critical:

A. Work Experience and Key Skills

- ❖ Minimum of 5 years of management experience, preferably in a nonprofit setting, with responsibility for operational capacity building, including fiscal management and budgeting, fundraising, people management, and programmatic oversight.
- ❖ Minimum of 3 years of experience in fundraising, planning, and strategic development, including major donors, campaigns, and donor cultivation
- ❖ Clear understanding of social and political issues that can be countered through individual and community empowerment, education, and organizing for change.
- ❖ Ability to create and foster a respectful, multi-generational environment and circle of leadership.

B. Related Experience

- ❖ Extensive experience working with boards and developing board pipeline and leadership transition plans.
- ❖ Experience in fostering collaboration and building alliances with other community-based organizations.
- ❖ Understanding of the factors that impact the lives of communities of color in NYC.

COMPETENCIES

To perform effectively in this position, the individual must demonstrate the following competencies:

A. Core Competencies

Applicant should be able to:

- ❖ Represent and advocate issues relevant to food insecurity, racial equity, and socio-economic food issues in various public forums.
- ❖ Be engaging and knowledgeable in public settings and convey messages in both written and oral communication, and interpersonal relations.
- ❖ Motivate and develop staff and provide clear and decisive guidance in planning and decision-making.
- ❖ Manage staff and organizational resources effectively.
- ❖ Exemplify a positive team spirit and a collaborative environment.
- ❖ Multi-task and demonstrate flexibility with a focus on strategic and tactical issues.

B. Interpersonal Competencies

- ❖ Ability to manage conflicts and differences.
- ❖ Possess the ability to receive open and honest feedback and implement necessary changes.
- ❖ Have a high level of self-awareness and self-efficacy.
- ❖ Have a growth mindset and strength-based perspective.

EDUCATIONAL BACKGROUND

Knowledge of and theoretical understanding of the nonprofit sector, socio-political issues, and community organizing. Spanish speaker preferred.

COMPENSATION & BENEFITS

Annual Salary Range: \$125,000 - \$135,000

Benefits: This is a full-time non-exempt position. Benefits include paid time off, paid holidays, medical, vision, and dental insurance.

APPLICATION PROCESS

To be considered, please send a cover letter explaining why you are interested in working at Harvest Home Farmer's Market and a resume to [**info@harvesthomefm.org**](mailto:info@harvesthomefm.org). **Priority will be given to applications received before April 15, 2024.**

Harvest Home is an equal-opportunity employer and complies with ADA law. Please reach out to info@harvesthomefm.org if you need accommodation in applying for the position. We strongly encourage people from underrepresented groups to apply.