



BMUF Executive Director Job Description

We are looking for our next Executive Director! The ED is responsible for Big Muddy Urban Farm's consistent achievement of its mission. The ED is the primary communicator between BMUF and program participants, partner organizations, government agencies and funders; and is responsible, in collaboration with Board members for achieving the organization's program and fundraising objectives and managing its overall financial affairs.

Organizational Performance

- Works with the board to develop and lead strategies for achieving mission, goals and financial sustainability.
- Maintains and utilizes a working knowledge of significant developments and trends in the fields of sustainable and urban agriculture, community development and social enterprise, and local, regional and state policies that are needed or are in development that will have an impact in these areas.
- Oversees strategic plan implementation, assesses and reviews program activities, and monitors need for change.
- Oversees and manages BMUF Board participation through monthly meetings, conference calls, and online communications.
- With the Board, actively identifies potential Board candidates who can strengthen BMUF's diversity and capacity
- Develops and executes ambitious, but achievable plans for resource development, e.g., cultivate positive relationships with institutional funders such as foundations, government agencies, corporations, and others.

Community Engagement and Leadership

- Serves as an effective spokesperson.
- Develops and effectively uses BMUF's website, social media tools and face-to-face opportunities for communication.
- Oversees and manages the development and expansion of resources like BMUF's Urban Farm infrastructure.
- Positions BMUF as a leading voice in the development of sustainable food growing and related activities in urban, suburban and even rural settings where appropriate.
- Build relationships with key stakeholders including community organizations, property owners, funders, and neighbors.

Administration, Finance and HR

- Supports the development of policies and organizational culture that enable satisfying roles for program participants and ability to attract and retain additional diverse staff in key positions as funding becomes available.
- Assures adequate control and accounting of all funds, including maintaining sound financial practices.
- Works with the Board to prepare budgets and reports, monitor progress, and initiate changes (to operations and/or to budgets) as appropriate.
- Sees that official records and documents are retained; ensures compliance with federal state and local regulations (examples: Form 990, payroll withholding, rental agreements)



Farm and Fellowship Management

- **Farm Responsibilities:**
 - develop an annual business plan for farm operations that addresses educational goals and objectives of fellowship.
 - Initiate crop plan, planting and harvesting schedule for each season (spring/summer/fall)
 - set daily priorities for fellows and volunteer to complete production plans according to schedule.
 - track farm operations and data, including crop plans, harvest log, germination rate, planting schedule, growth tracking, compost production (as applicable), and soil nutrient management.
 - maintain and supervise entries to farm journal; recording work, events, program content and participation.
 - utilize sustainable growing practices and agricultural methods, to include weed and pest management; development of soil structure through composting and other organic methods.
 - manage inventory of all materials and supplies for farm operation.
- **Fellowship**
 - Develop schedule and implement fellowship education program including field trips, farm tours, and educational hours, and workshops components.
 - Enhance fellowship culture through bonding activities and conflict mediation.
 - Conduct regular performance reviews with fellows and guide the team through the seasons.

Additional Program Development

- Further the development of additional programming.

Compensation:

Salary range from \$40,000 - \$46,500/annually

Time Commitment:

Full-time. Requires working occasional evenings and weekends, especially during the growing season.

Benefits:

PTO, professional development opportunities, \$500 Healthcare Reimbursement Stipend and fresh veggies!

Qualifications:

Education and/or experience in nonprofit management and/or agriculture preferred.

To Apply:

Please email your resume and cover letter to board@bigmuddyurbanfarm.org. Screening begins immediately and we will close the application period at midnight on August 13, 2022. The intended start date for this position is slated for November 1st, 2022, but please list any earlier or later start date intentions you may have in your cover letter.