

## **Now Hiring: Executive Director for Essex Farm Institute**

### **About Essex Farm Institute**

Essex Farm Institute is a new agricultural education and research institution founded to redefine sustainable farming and to train farmers to build resilient, diversified farms. Based on the successful track record of 11 years at Essex Farm, we believe that the deepest learning happens through first hand experience. We are seeking a motivated individual to join and build our growing organization.

### **Executive Director Role**

The Executive Director is responsible for the implementation of policies and courses of action set by the Board of Directors and the Founders, as well as annual goals and objectives, financial planning and administrative management of Essex Farm Institute. Guidance and direction is provided by the President of the Board, the Founders and by the Board's relevant committees. Responsibilities may include:

#### ***Leadership, governance, and oversight***

- Lead staff, volunteers and partners in the development and implementation of short and long term plans, policies, projects and other activities
- Work with the Board and the Founders to set annual goals and implement vision
- Oversee all programming and administrative operations
- Supervise all assigned staff including volunteers and interns

#### ***Fundraising***

- Assist the Board in setting annual goals, securing grants & charitable gifts
- Oversee Board Relations – communication, engagement and coordination of board member efforts.
- Oversee the planning and execution of fundraising events
- Identify and develop corporate, community and individual prospects to meet the organization's fundraising priorities

#### ***Marketing the organization***

- Develop and implement online and traditional media strategy
- Develop a comprehensive communication plan to promote the organization
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization

### **Qualifications**

A strong candidate will have prior experience running organizations and managing teams. Prior experience in non-profits is recommended. Experience in fundraising is required. Candidates should be proficient with computers and have knowledge of marketing and social media.

### **Application Deadline March 8<sup>th</sup>, 2015**

Interested candidates should submit a cover letter, resume and 3 references to:  
essexfarminstitute@gmail.com

Or mail to: Essex Farm Institute  
2503 NYS Rt 22  
Essex, NY 12936