

OEFFA Job Description – Executive Director

Position Title: Executive Director

Reports To: C3 & C5 Board of Directors

Directly Supervises: Human Resources, Finance, Development, Education, Policy, Certification

Indirectly Supervises: All OEFFA staff

Employment Status: Full-time

FLSA Status: Exempt

Date Updated: 12/7/2023

Position Summary

The Executive Director is responsible for overall program management, compliance, staff development, agency finances, and strategic planning. They are accountable for the organization's overall programmatic direction and fiscal integrity within the framework and philosophy set by the Boards of Directors.

Major functions include:

- To implement the strategic goals and objectives of the organization
- Lead by example in modeling inclusive behaviors and actively counteracting biases in order to provide equal opportunities, access, and treatment regardless of race, gender, or background.
- Develop and support staff-led strategic initiatives to foster a culture of inclusion, accessibility, and celebration of diversity across all levels of the organization.
- In partnership with the Board Chairs, to enable the Boards of Directors to fulfill its governance functions
- To give direction and leadership toward achieving the organization's philosophy, mission, strategy, and annual goals and objectives

Essential Functions

- **Staff Development**
 - Lead a culture of empowerment for all staff so that they can carry out OEFFA's mission
 - Ensure all staff members have the resources available to them to perform their work and engage with the community they serve
 - Maintain overall responsibility for recruitment, employment, and release of all personnel, both paid staff and volunteers
 - Ensure that job descriptions are developed, regular performance evaluations are conducted, and sound human resource practices are in place
 - Encourage staff development and education and assist program staff in relating their specialized work to the total program of the organization
- **Agency Finances**
 - Oversee processing of accounts, invoices, and payments for operations
 - Review monthly financial reports provided by CPA and ensure OEFFA's accounts payable and receivable comply with funding sources and budget
 - Research, identify, and apply for funding sources to increase funding diversity for OEFFA

- Work with the Board of Directors to develop & maintain sound financial practices
 - Develop annual budgets for review by the Board; ensure that expenditures are within budgeted amounts; prepare budget revisions throughout the year as needed
 - Ensure that adequate funds are available to permit the organization to carry out its work
- **Organizational Development**
 - Assure the organization has a long-range strategy that achieves its mission and toward which it makes consistent and timely progress
 - Provide leadership in developing program, organizational, and financial plans with the staff and carry out plans and policies authorized by the Board of Directors
 - Break down goals and objectives for each staff member and communicate organizational success and progress
 - Maintain a working knowledge of significant developments and trends in the field
 - Represent the organization positively and professionally
- **Communications**
 - Establish and maintain contact with key individuals in both the public and private sectors
 - Oversee publicity of the activities of the organization, its programs, and goals
 - Establish sound working relationships and cooperative arrangements with community groups and organizations
 - Represent the programs and point of view of the organization to agencies, organizations, and the general public
 - Inform the Board of Directors on the condition of the organization and all important factors influencing it

Minimum Qualifications

- Bachelor's degree with a preference in business administration, nonprofit management. OEFFA will accept relevant experience in lieu of education.
- 2-5 years' senior nonprofit management experience or other relevant business experience
- Experience with successful grant writing, corporate, and individual fundraising
- Experience managing nonprofit finances
- Strong written and oral communication skills with public speaking experience
- Proficiency in working remotely and experience successfully managing a remote workforce
- Computer knowledge (Microsoft Office/Google Workspace) and working knowledge of databases
- Lead by example; demonstrate radical personal responsibility and authenticity; act with ethical intent; and treat individuals with dignity and respect
- Ease in managing multiple projects simultaneously, working independently and under a deadline, prioritizing responsibilities, taking initiative, and protecting confidential information

Preferred Qualifications

- A background in food and agriculture issues
- Bilingual

Physical & Cognitive Requirements

- Must be able to effectively operate a computer and other office productivity machinery, such as a copy machine, printer, and smartphone, as well as be proficient in Microsoft Office/Google Workspace
- Must be fluent in English
- Must be able to work cooperatively with others
- Must be able to arrange transportation for offsite duties during the workday, on occasion
- Must be able to work evening and weekend hours, including overnight travel occasionally
- Must be able to sit at a desk for long periods of time, maintaining concentration with frequent interruptions
- Must be able to ascend/descend stairs multiple times a day
- Must comply with all company policies and procedures and maintain regular and punctual attendance
- Must be able to work in outdoor weather conditions occasionally
- Must be able to meet project and report deadlines