



The Valley Food Partnership is a regional 501(c)3 not-for-profit charitable organization located in Montrose, Colorado. We are in search of a community-minded team player to work as the Executive Director in the Montrose office. Our team's culture is rooted in local agriculture and community wellness. We value diversity, passion for serving others and dedication to improving the lives of our friends, producers, and neighbors. We encourage career and personal development opportunities and a well-balanced family/work life for our employees.

About Valley Food Partnership

Valley Food Partnership's mission is to strengthen the health of the community through strengthening the health of our regional food system – both the local production and the consumption of healthy, fresh food.

We strengthen the local food system and the well-being of the community through:

- Community Education – Providing community awareness, programs, education and involvement that improve access and inspire positive behavioral changes in both consumers and producers
- Strengthening Local Food System Infrastructure – Increasing the capacity of the community food system infrastructure by developing opportunities for improving production, marketing, distribution and value-added capabilities
- Policy – Acknowledging the importance of policy at all levels and maintaining communication with policymakers on food system issues

To learn more, visit our website at www.valleyfoodpartnership.org or visit us on Facebook at: Valley Food Partnership or Growing Healthy Families on the Western Slope group page.

Job Title: Executive Director

Direct Report: Board of Directors

Job Purpose

The Executive Director is the key management leader of Valley Food Partnership (VFP). The Executive Director is responsible for overseeing the administration, programs, human resources and strategic plan of the organization. Other key duties include fundraising, marketing, information technology and community outreach.

Duties and Responsibilities

The primary job duties and responsibilities of the Executive Director include the following:

Board Governance:

- Effective board communication, including timely and accurate information necessary for the Board to make informed decisions.
- Guiding VFP toward the organization's mission, as determined by the board, through programs, strategic planning and community outreach.

Financial Performance and Viability:

- Fiscal integrity, including the development of the annual budget and submission of monthly financial statements reflecting the finances of the organization.
- Fiscal management and working within the approved budget, ensuring maximum resource utilization and maintenance in a positive financial position.
- Fundraising and developing other resources necessary to support VFP's mission.
- Oversight on the VFP signature fund raiser, Savor the San Juans.
- Maintaining relationships with funders, addressing evaluation and program needs.
- Grant reporting and grant submitting.

Organization Mission and Strategy:

- Implementation of programs as defined through current grant requirements.
- Oversight on all VFP projects, such as the Montrose Farmer's Market, the Lovin' Local Food Guide, and Local Pharmacy Rx Program.
- Maintaining VFP's key partnership in the annual Western Colorado Food Farm Forum.
- Strategic planning and evaluation to ensure that VFP fulfills its mission.
- Working closely with other professional organizations, local government, state government and private organizations and funders.
- From time to time in the absence of a VFP project manager or staff member, it is required that the ED step into that role and fulfill the responsibilities until the position is filled.

Organization Operations:

- Effective administration of VFP operations.
- Hiring and evaluating competent, qualified staff and contractors.
- Signing all notes, agreements, and other instruments made and entered into and on behalf of VFP.

Qualifications and Benefits

Qualifications for this position are:

- Two years of experience working with non-profit boards, sub-committees, and community organizing and facilitation
- Bachelor's degree or equivalent
- Two years of experience working with community development or program management
- Experience in grant writing and reporting
- Two years of experience managing employees and contractors
- Experience with computer programs such as Microsoft Excel, Word, PowerPoint, Google email and calendar
- Community-minded

Full-time exempt employees receive 20 paid time-off days after a 90-day probation period, a monthly wellness voucher, 10 paid federal holidays and emergency leave days.

Work Hours and Rate of Pay

The Executive Director position is full-time salaried/exempt. He/she will be working a minimum of 40 hours per week. Primary office hours are 8:30 am to 5:00 pm Monday through Friday. The Director will be required to work evenings, weekends for special events, fundraisers and community functions. Hours can be flexed when minimum hours are met, and when evenings or weekends are needed. Please include salary requirements in your cover letter.

Requirements

The position requires the ability to lift 15 to 20 lbs. Applicant must have a valid driver's license, reliable transportation and a cell phone.

How to Apply

Please send your cover letter and resume to info@valleyfoodpartnership.org. In the subject line, type "Executive Director Position". The position will be open until filled. The anticipated start date is October 1, 2019, or earlier if possible.