



## **Solicitation for Applications for the Role of Executive Director**

### **Responsible to:**

Poudre Valley Community Farms (PVCF) Board of Directors

### **Summary of primary job functions:**

The Executive Director (ED) will be responsible for the following primary functions:

- 1) Executing the terms of a collaborative research grant and
- 2) Providing general support for the PVCF Board of Directors.

### Regional Food Systems Partnership Grant

This grant, led by the Northern Colorado Foodshed Project and in collaboration with several other local organizations, provides PVCF with funds to better understand the scope of the farmland access challenge in Northern Colorado by researching:

1. the number of producers needed to meet local food demand
2. the amount of land needed by producers to fulfill that demand
3. the geographic locations most beneficial for direct food access
4. the consumer and retailer demand for local food and how this impacts the needs and demand for farmland access by local producers
5. the effect on food accessibility of producers shifting marketing outlets as the food system matures

Achievement of these objectives will be supported by the PVCF Board and community partners, including experts at Colorado State University. The ED will work with project partners to interpret the data collected and create actionable strategies to increase affordable land availability for producers. This component of the job responsibilities is expected to encompass two-thirds of the work hours.

### General Board Support and Coordination

The PVCF Board of Directors is a working board with responsibilities for organizational management distributed among individuals and committees. The ED will support the work of the board by:

1. Coordinating monthly Board meetings, including scheduling, co-development of an agenda, facilitation, and identification of action items
2. Track and support progress toward achievement of strategic objectives
3. Management of organizational documentation on shared online drive



4. Completing tasks assigned by the Board, such as meetings with producers and landowners, assisting with PVCF member events, and assisting with financial management.

This component of the job responsibilities is expected to encompass one-third of the work hours.

In addition to the above contracted responsibilities, there is potential for the ED to work with the Board and other partners to identify funding and revenue opportunities to support additional work to support PVCF.

**Qualifications:**

- Experience in organizational management (non-profit and/or business)
- Knowledge of agriculture and food systems
- Strong written and oral communication skills
- Familiarity with strategic planning
- Excellent time management and organization skills

**Duration, hours, and compensation:**

This will be a one year contract position subject to renewal at the discretion of the Board. Total hours will be approximately 40 per month, not to exceed 500 hours for the 12 months. Compensation will be based on an hourly rate of \$40 per hour with invoices submitted for PVCF approval. Approved expenses and materials shall be reimbursed at cost.

**How to Apply:**

Please submit a resume and cover letter detailing your experience and interest to [info@poudrevalleycommunityfarms.com](mailto:info@poudrevalleycommunityfarms.com) by February 28, 2022, or until filled.