



Title: Executive Director
Organization: Farm to Pantry
Reports to: Board of Directors
Location: Healdsburg, California

Executive Search Contact

The Center for Volunteer and Nonprofit Leadership (CVNL) has been retained to support and manage this executive search. For all inquiries regarding this announcement, please contact Tom Hayashi, thayashi@cvnl.org.

Organization Overview. In 2008, Farm to Pantry was launched to serve a need in our local community: to provide a continuous supply of fresh, healthy produce to our most vulnerable neighbors who lack access to it by cultivating a community of growers and volunteers. The Mission of Farm to Pantry is *to bring together our communities to end food injustice and reverse global warming by rescuing and sharing locally-grown food with those who have been systematically marginalized*. Since 2008, we have delivered over 7.5 million servings of fruits and vegetables. In 2023, 429,462 pounds of produce were rescued. We do this with the power and commitment of over 350 volunteer gleaners, 250+ property owners and more than 100 community partners—all believe in the vision of *a just food system in which everyone has access to healthy food that honors and nourishes our community and heals the planet through eliminating food waste*.

Organizational Values. Farm to Pantry condemns all forms of hate and violence and strikes to foster unity and healing within our communities. Our commitment is rooted in food justice and is an integral part of our dedication to promoting justice, equity, diversity and inclusion. As an organization, we are committed to participating in ongoing change and actively address the historical harm that has disproportionately affected Black and Brown communities, and have created under-served communities. We are committed to authentic change through mutual care, empathy, acts of courage and allyship, understanding and health for all in our community. We endeavor to bring our community together as farmers, landowners, community members, and volunteers to ensure access to healthy, fresh food for all. By fostering a deeper understanding and promoting the well-being of all members of our community, Farm to Pantry is dedicated to creating a healthier and more harmonious society. (Please visit www.farmtopantry.org for more information)

Reporting. Reports to the Board of Directors. Oversees full-time and part-time staff, as well as external contractors, consultants, and volunteers.

ROLE OVERVIEW

Executive Director (ED) will have overall strategic and operational responsibility for Farm to Pantry's successful execution of its mission. The ED will lead all aspects of our mission including leading a team, cultivating donors, working with our partners, establishing efficient and effective financial management operational and administrative systems and processes, and ensuring a culture of respect, inclusion, trust and accountability with the team and community partners.

RESPONSIBILITIES

Leadership:

- Develop strategic and operational plans to deliver on Farm to Pantry's mission
- Actively cultivate, engage, and energize communities, funders/donors, volunteers, and partner organizations
- Develop, maintain and support a strong board of directors and seek and build board engagement and involvement with strategic priorities
- Work closely with the Executive Committee of the Board to develop agendas, lead effective board meetings and cultivation of new board members
- Lead, develop, coach, mentor, and reward a strong and committed team
- Create trusting relationships and accountability through clear and realistic expectations, timely and clear communication, accountability and creating opportunities
- Develop a human resources strategy to ensure that Farm to Pantry has the talent and capacity to deliver on its mission and that is in full compliance with all labor laws and requirements
- Ensure that the Farm to Pantry Culture is healthy, strong, respectful, inclusive, collaborative, and sustainable

Fund Development/Public Engagement:

- Lead the team in creating public enthusiasm, support, and recognition for Farm to Pantry
- Serve as the public face of Farm to Pantry by attending a variety of events, collaboration meetings and other public facing opportunities
- Develop and execute Farm to Pantry's fundraising and development plan
- Secure financial support from individuals, foundations, government, and corporations
- Develop and maintain strong relationships with major donors
- Serve as the public face of Farm to Pantry by attending a variety of events, collaboration meetings and other public facing opportunities

Finance/Operations/Administration:

- Ensure ongoing programmatic excellence and consistent, high quality financial management and administration
- Working with the Treasurer and Board, develop and manage the annual budget and manage budget responsibly and sustainably

- Ensure that the appropriate fiscal control, policies, and operations to protect the financial and other assets of Farm to Pantry
- Continuously seek new and creative ways to streamline operational processes, ensuring organizational excellence and effective and efficient working conditions, operations, reporting, communications, and all aspects of Farm to Pantry

QUALIFICATIONS

Concrete and demonstrable experience and other qualifications include and may not be limited to:

- Deep commitment to Farm to Pantry's mission and vision
- Direct experience leading teams with compassion, accountability, and collaboration with a proven track record of managing budgets, coaching and developing teams and operational excess to achieve strategic objectives
- Strong fund development, fundraising, and donor relationship skills
- Deep financial management experience
- Past experience and success in working with a board of directors
- Has a solution mindset in a dynamic environment, is a flexible and proactive problem solver, and takes initiative
- Demonstrated experience in building efficient operational systems
- Understanding of human resources management to lead, coach, develop, and retain Farm to Pantry staff and ensure compliance with all state and federal labor laws and requirements
- Able to build trust with all constituents and able to manage conflict constructively
- Clear, direct, relatable, and straightforward interpersonal, written, and verbal communication skills
- Action oriented, entrepreneurial, adaptable, and innovative in approach to program development and problem solving
- Demonstrated passion, integrity, and mission driven focus
- Proficiency with social media
- Proficiency in Google Workspace, Salesforce, and Excel a plus
- Brings insight and experience to Justice, Equity, Diversity, and Inclusion
- Both Bilingual in Spanish and English, bicultural a plus
- Tools and systems which may be developed after hire include Google Workspace, Office, Salesforce, Serve Safe and First Aid

Personal Characteristics:

- Passionate, outgoing, and energetic presence;
- Ability to motivate and inspire others to engage and participate in advancing a mission;
- Deep cultural competency and proven ability to interact authentically and effectively with widely diverse audiences and constituencies;
- Empathetic and people-centered, but can act decisively and create systems of accountability and performance management;
- Action oriented, entrepreneurial, adaptable, and innovative in approach;

- Transparency, integrity, sense of humor;
- Mission driven, self-directed, and possessing of deep process knowledge.

Benefits:

- Vacation: 10 days in year 1 - 4, 15 days in year 5+, 20 days in year 10+.
- Sick: 1 hour of sick time for every 30 hours worked or ~ 7 sick days per year
- Holidays: 9 days observed which includes 1 floating holiday.
- Farm to Pantry offers qualified regular full time and part time employees a Qualified Small Employer Health Reimbursement Arrangement, which reimburses employees for Qualified Medical Expenses up to a monthly reimbursement amount that may reset annually.

COMPENSATION

Farm to Pantry has set the salary range for this position between \$90,000 to \$120,000 with most candidates meeting minimum qualifications will likely be hired at the middle of this range.

The Search Committee takes into account a number of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, external market comparisons for similar positions in similar geographic locations and size. Offers are determined based on final candidate qualifications and experience.

Farm to Pantry is an equal opportunity employer and makes employment decisions on the basis of qualifications. The Agency policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.

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