Executive Director Job Opening

Application Close Date: October 5, 2023  
Start Date: December, 2023

*Nourishing the North Shore (NNS) seeks a full time Executive Director to lead the organization's staff, programs, partnerships and administrative functions in alignment with our mission and strategic plan. We’re looking for an energetic Executive Director who relishes the idea of building on a solid base in a creative and open-minded environment. This is an exciting opportunity for an experienced entrepreneurial leader who wants to influence the future of food security in our region. Position is based in Northeast Essex County, with both remote and in field/community work. The Executive Director oversees a staff of three, a robust and engaged volunteer base, and will work collaboratively with the Board of Directors, our staff, volunteers and community partners.*

About Us:

Nourishing the North Shore, a 501c3 non profit, is a key food access partner across twelve communities in northern Essex county. We've developed a robust strategic plan, have a committed board of directors, are well funded, and poised for growth. We are seeking an Executive Director to spearhead rapid growth.

Our mission is to ensure equal access to healthy, local food to all members of the North Shore Communities in a manner that builds community, fosters connection, and promotes dignity and self-reliance. We work hand-in-hand with local farms, hunger relief organizations and members of the community to broaden access to healthy food. We believe this critical work will help make the food system work in a way that is better for all. Our aim is to effect significant and long lasting change within our regional food system so that farms are prioritized, valued, and supported by the entire community and that all who wish to participate in consuming local food are able to do so.

Responsibilities of the Executive Director:

The Executive Director is the Chief Executive Officer of Nourishing the North Shore and reports directly to the Board of Directors. As such, the Executive Director is responsible for Nourishing the North Shore’s consistent achievement of its mission and financial objectives. The Executive Director is responsible for the day to day operations of the organization and is expected to:

- Collaborate with the Board of Directors to ensure the organization is working towards our mission with a strategic plan as our guide.
- Oversee and participate in the design, marketing, and delivery of successful programs to reach our mission and strategic goals.
- Develop and monitor a tactical plan to implement, monitor and update the strategic plan.
- Develop and monitor annual operating budget (~$400,000), and ensure accurate financial reports. Ensure financial reserve requirements are maintained.
- Establish, oversee and Implement a fundraising plan to achieve fundraising targets.
• Manage the recruitment, employment, and professional development of all staff. Ensure staff job descriptions are developed, regular staff performance evaluations are held, and sound human resource practices are in place. Maintain a workplace culture that attracts, keeps, and motivates a diverse and highly-competent staff.
• Establish and maintain sound working relationships and cooperative arrangements with key partners and stakeholders, community groups and organizations.
• Oversee the communication of NNS’s programs, activities and accomplishments.
• Serve as the primary spokesperson for NNS, raising awareness of NNS’ work at the local, state, and national level and influencing our local and state food system through our mission. The Executive Director will represent the programs and point of view of the organization to state and federal agencies, organizations, and the general public.
• Be responsible for day-to-day management of assets of the organization.
• Ensure the maintenance of official records and documents, and ensure compliance with federal, state and local regulations.
• Regularly inform the Board of the organization’s fiscal health and programmatic activities, and engage the Board in discussions that support informed decision-making.
• The Executive Director will ensure our organization’s work is responsive to the developments and trends in the food system field.

Qualifications:

• At least five years of experience in nonprofit leadership and management.
• Experience supporting and managing a team and fostering a healthy organizational culture.
• Working understanding of food systems and New England growing patterns. Knowledge of Essex County farms preferred.
• Record of effective fundraising including federal, state, and foundation grants, individual donors, and corporate sponsorships.
• Experience with budget management and contract agreements.
• Experience with grant writing, grant management, and overseeing grant agreements.
• Experience with development and implementation of organizational strategic plans.
• Strong public speaking, verbal and written communication skills.
• Proven ability to build strong and collaborative organizational relationships.
• Prior experience with policy and advocacy at the federal or state level strongly encouraged.
• Ability to meet physical requirements of the position, from sitting or standing at a desk for long periods to safely lifting 30 pounds, and navigating varied farm terrain.

Compensation and Benefits:

This is a full-time, salaried position with a starting annual salary between $75,000 to $85,000 based upon experience. NNS provides a generous benefits package including health insurance, a savings plan and paid time off.

To apply: Interested candidates should send a cover letter, resume, and three references (two professional and one personal) to hr@nourishingthenorthshore.org. Confirmation of receipt of your application will be sent and candidate interviews will begin the first week of October.

NNS is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender identity, sexual orientation, national origin, age, disability, genetic information, or any other protected class. We encourage applicants from diverse backgrounds to apply.