



The Executive Director is the key management leader of the Sustainable Food Trade Association, being responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

1) Board Governance: Works with board in order to fulfill the organization mission.

- Responsible for leading the Sustainable Food Trade Association (SFTA) in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of SFTA, to include submission to the Board of a proposed annual budget.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support SFTA's mission.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and industry outreach.

- Responsible for implementation of SFTA's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that SFTA can successfully fulfill its mission into the future.
- Responsible for the enhancement of SFTA's image by being active and by working closely with other industry organizations.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the effective administration of SFTA operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Professional Qualifications:

- A bachelor's degree
- Transparent and high integrity leadership
- Five or more years senior nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of SFTA's strategic future to staff, board, existing and potential members
- Knowledge of fundraising strategies unique to nonprofit sector
- Skills to collaborate with and motivate board members
- Strong written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

Actual Job Responsibilities:

1. Planning and operation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as SFTA's primary spokesperson to the organization's constituents, the media and the general public.
4. Establish and maintain relationships with various organizations throughout the industry and utilize those relationships to strategically enhance SFTA's Mission.
5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of SFTA throughout the organic and natural food industry.
6. Supervise, collaborate with organization staff.
7. Strategic planning and implementation.
8. Oversee organization Board and committee meetings.
9. Oversee marketing and other communications efforts.
10. Review and approve contracts for services.
11. Other duties as assigned by the Board of Directors.

Compensation commensurate with experience and other qualifications.

This is a virtual position.

Email resumes to: jonathan.reinbold@organicvalley.coop