



# Everyone's Harvest

## JOB ANNOUNCEMENT

31 Upper Ragsdale, Suite #4, Monterey, CA 93940 • (831) 384-6961 • [www.everyonesharvest.org](http://www.everyonesharvest.org)

<b>POSITION:</b>	<b>EXECUTIVE DIRECTOR</b>
<b>RESPONSIBLE TO:</b>	<b>EVERYONE'S HARVEST BOARD OF DIRECTORS</b>
<b>DATE:</b>	<b>September 3, 2021</b>

**Time commitment:** This is a full-time, salaried exempt position that will require 40+ hours per week to include variable hours/days and may involve weekends.

Everyone's Harvest (EH) brings people and healthy food together! The nonprofit's mission is to provide access to healthy, affordable fruits and vegetables through certified farmers' markets and community food programs. Our vision is for every community to have a fair and sustainable food system. Employees will be given insight into nonprofits and a deeper understanding of our food system.

### Job Summary:

The Executive Director (ED) is the key management leader of Everyone's Harvest. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. The ED is also responsible for the daily operation of the Farmer's Markets and other key duties include marketing, community outreach and supporting fundraising. The position reports directly to the Board of Directors and supervises all other staff and special project volunteers. This is a full-time, salaried exempt position that will require 40+ hours per week to include variable hours/days and may involve weekends.

### Required Qualifications:

The Executive Director will be thoroughly committed to Everyone's Harvest's mission, vision, and goals. All candidates should have proven leadership and relationship management experience.

- Education: Highly desirable Bachelor's degree or equivalent experience; advanced college degree preferred.
- Management experience with a track record of effectively leading outcomes-based projects.
- Excellence in organizational management with the ability to coach staff, manage, develop high-performance teams, and set/achieve strategic objectives.
- Strong public relations and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Spanish language proficiency is strongly preferred.

- Small Business Skills
- Logistical or Project Management Skills
- Grant Management Experience - Program Development, Tracking, and Evaluation
- Development Experience - Donor and Grant Fundraising
- Farmers' Market Experience, Farming Experience, Vending or Sales Experience
- Marketing or Communications Experience
- Accounting Skills
- Time Management and Organizational Skills

**Work Environment** (Listed below are key points regarding environmental demands and work environment of the job. *Reasonable accommodations* may be made to enable individuals with disabilities to perform the essential functions of the job.)

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach overhead with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds and regularly lift and/or move up to 25 pounds.
- Essential Sensory Requirements: Must be able to hear, see, verbally communicate, and have tactile sense. Specific vision abilities required by this job include distance vision, peripheral vision, color vision, and depth perception.
- Essential Mental Abilities: Must be able to work under pressure and maintain composure in stressful situations, to use good judgement and available resources, be detail-oriented and meet established deadlines regardless of the presence or adverse conditions.

**Everyone's Harvest is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

Please send cover letter and resume to [board@everyonesharvest.org](mailto:board@everyonesharvest.org).