



Executive Director Job Description

Reports to: Board of Directors

ABOUT SEEDS, ITS MISSION, AND VISION

Founded in 1994, SEEDS is a two-acre urban garden and kitchen classroom in the heart of Durham. SEEDS develops the capacity of young people to respect life, the earth, and each other through growing, cooking, and sharing food. Developing the capacity of young people includes the areas of responsibility, teamwork, leadership, environmental stewardship, equity, community, problem solving and experiential learning. Our “Seed to Feast” educational programming incorporates growing, cooking, and sharing food to achieve these outcomes. The SEEDS building, constructed in 2014, hosts a kitchen and a multipurpose room with communal tables where the young people share meals they make using food they grow on the farm.

5 Year Plan:

To be a community-based, youth educational organization that cultivates skills, equity, and leadership through farming and food.

Definition of Community-Based: Groups that work at a local level to improve life for residents. Focus to build equality across society in all streams.

10 Year Plan:

To be a model community-rooted organization that provides diverse and youth-directed K-12 programs and advocates for equity in food-based systems and organizations.

Definition of Community Rooted: Formal and informal groups that are owned, run and operated by the people that live and work within their own communities. These organizations are not only run by the most impacted within the community context but they are directly accountable to their members.

- Author Camryn Smith, Editor Niasha Fray

Vision Statement:

SEEDS' vision statement is: Equity and empowerment through food and community.

Definition of Community: Youth and their families from Northeast Central Durham and youth and their families who have been negatively impacted through food apartheid.

ABOUT THE POSITION:

The SEEDS Executive Director is responsible for the leadership, development, and management of SEEDS as an urban farm and kitchen classroom in Northeast Central Durham for young people who live in the community and/or have been negatively impacted by food apartheid.

SEEDS seeks an individual who thinks like an organizer, is an adaptive leader, and has the passion and desire for developing the capacity of young people through food, and able to take SEEDS to the next level. SEEDS seeks a motivated leader who can take the organization to the next level through the next phase of SEEDS' strategic growth as an organization and community partner.



SEEDS seeks an individual with these desired attributes:

- Ability to create and sustain an open culture of collaboration, accountability, and youth-focus. This individual has tremendous listening and empathy skills. A good sense of humor is a must.
- Ability to work with team, community, and board members to facilitate and collectively develop strategic plans.
- Clearly communicates expectations, emotions, and long-term visions for the organization.
- Holds true to SEEDS' stated values and keeps long-term best interests of youth and the organization in mind.
- Ability to form authentic relationships with our community - youth and their families in Northeast Central Durham, Cleveland Holloway, and those negatively impacted by food apartheid.
- Fundamentally, this person understands and appreciates the capacity of young people and the power of growing, cooking, and sharing food.
- Demonstrated ability to tell SEEDS' story and continue financial support of SEEDS.
- Ability and willingness to network in the community, and actively recruit students and make direct asks for funds and volunteers
- Shown ability to consistently evaluate and improve organization-wide systems including: program curriculum, impact assessments, annual operation plans
- Adaptive leader for a staff of 6+ individuals

PROVIDING AND/OR BROKERING QUALITY YOUTH EDIBLE EDUCATION

- Seeks to identify research- and evidence-based edible education practices for implementation, based on identified needs
- Brokers and/or ensures provision of resources to address identified needs to support the curriculum and programming
- Develop and maintain relationships with school administration, faculty and students to promote SEEDS as an out-of-school edible education program
- Maintain awareness of the myriad components of public school, civic, and national developments around edible education best practices
- Oversee the planning and implementation of SEEDS professional development offerings around leadership and edible education
- Leads program team on implementing and evaluating culturally competent and inclusive curriculum
- Leads program team on ensuring necessary volunteer positions are filled

COMMUNITY PARTNERSHIPS

- Establishes and maintains relationships with community partners including school district and key school personnel at the schools in coordination
- Develops and maintains partnerships with colleges and universities, businesses, education and human services
- Orients community partners to the expectation and standards for edible education



- Collaborates with partners for brokering and coordinating edible education programming to youth and families and the community
- Negotiates written agreements with all significant community partners
- Oversees the program coordinator's work in developing and maintaining robust volunteer support
- Represents SEEDS on various city, county and neighborhood committees

DATA COLLECTION, EVALUATION, AND REPORTING

- Supervises and ensures implementation of an evaluation system in partnership with a potential college or university to provide ongoing assessment of program effectiveness.
- Develops written procedures for implementation of SEEDS management system
- Provides required reports to Board of Directors and includes an update towards progress in annual report, which is used as a marketing tool, for donors, partners, and volunteers

FINANCES AND RESOURCE DEVELOPMENT

- Work closely with the Board of Directors to develop and implement a multi-year resource development plan to ensure support for the transition and long-term sustainability of the organization
- Oversees the work of the development officer for the appeals and events including the SEEDS Pie Social and the Harvest Dinner
- Prepares an annual budget in coordination with the Finance Committee for review and approval by the Board of Directors
- Continuously monitors expenses and revenues compared to budget with Finance Committee on a quarterly basis
- Provides accurate and timely financial reports via the Finance Committee to Board of Directors
- Prepares proposals and applications for potential funding sources
- Oversees yearly update of salary comparisons in industry and review
- Oversees yearly improvement in health benefit packages
- Oversees development of retirement and savings plans
- Ensures completion of the annual independent audit or financial review and IRS Form 990

BOARD RELATIONS AND DEVELOPMENT

- Assist with board recruitment
- Plan board and committee meeting agendas
- Provide orientation to all board members to ensure understanding of the mission and goals
- Supports board planning processes
- Provides sufficient information to allow the board to fulfil its policy-making and governance responsibilities

PERSONNEL AND HUMAN RESOURCES

- Serves as a point of contact for human resources
- Oversees development of organizational chart and job descriptions and goals and performance metrics to support SEEDS edible education model
- Coaches team members individually and at team meetings



- Creates focus and clarity around the structure for decision making between different team members
- Works closely with the team members, including developing performance metrics, conducting their reviews, as well as updating job descriptions and human resource materials,
- Hire staff, and provide staff with orientation, training, supervision and ongoing professional development
- Facilitate and oversee rotation of team members facilitating weekly SEEDS team meeting
- Coordinate, as appropriate, SEEDS staff participation at local schools to attend grade level & school meetings and professional development training
- Conduct and/or oversee annual staff performance reviews
- Recruit and hire interns and team members on a needed basis
- Actively seeks to improve the job satisfaction for the team members

COMMUNICATIONS

- Oversees the development and implementation of the communications plan including website, email alerts, press releases, and outreach materials
- Communicate with neighbors and the wider school community regarding any concerns or inquiries about SEEDS
- Collaborate with SEEDS staff on media interviews and special tours
- Facilitates routine re-evaluation of organizational structure, mission, and vision

REQUIRED EXPERIENCE AND QUALIFICATIONS

- Strong understanding of the culture and history of Northeast Central Durham and Cleveland Holloway where SEEDS is located. Preference will be given to lived experiences resulting in resilience and/or experience in teaching and/or nonprofit management
- Experience hiring staff and maintaining accountability
- Experience tracking program metrics for grants and program improvements
- Strong local community connections in the fields of youth and edible education, gardening, and culinary fields
- High level of organization and skills in resource development (volunteers, in-kind contributions, funds), leadership, coaching, communications, and evaluation
- Public speaking and cultural competency in the context of Northeast Central Durham where SEEDS is located

Working Conditions

The Executive Director may be required to stand and walk for long periods of time, to bend at the knees and hips and lift at least 30 pounds overhead. Occasional tours of the building and farm may be required for donors and funders.

This is a full-time position (40 hours per week) with a Monday-Friday work week. Typical hours of operation are 9:00am - 5:00pm with weekend and evening hours when needed.

Compensation



This position is a full-time, salaried position with benefits. The position salary is between \$55,000 -- \$60,000 dependent upon experience and qualifications.

SEEDS provides a generous benefits package including health, dental, vision, and paid time off.

To Apply

Please submit a cover letter and resume along with three professional references to executivesearch@seedsnc.org. No phone calls please. Applications will be accepted on a rolling basis until the position is filled.

We value a diverse workforce and an inclusive culture and encourage applications from all interested persons, including, but not limited to, people of color, persons with disabilities, and LGBTQ+ individuals.