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**EXECUTIVE DIRECTOR POSITION JOB DESCRIPTION**

**To apply, please send a cover letter, resume, and references to** [**president@rootedinwyoming.org**](mailto:president@rootedinwyoming.org) **or mail to:**

**Board President at Rooted in Wyoming, PO Box 382, Sheridan WY 82801 by December 15, 2021.**

Rooted in Wyoming is currently seeking an **Executive Director** to lead and implement the organization’s strategic vision. Based in Sheridan, Wyoming, Rooted in Wyoming ([www.rootedinwyoming](http://www.rootedinwyoming)) was founded in 2016 to promote and help better understand local foods, nutrition, and sustainability within our community and state.

The **Executive Director** role is an extraordinary opportunity for a passionate leader about food access and building community through food systems. Reporting to the Board of Directors, the Executive Director will have internal and external facing responsibilities, including organizational leadership and culture development, staff administration, finance, board and organizational management, program development, fundraising, stakeholder development, and marketing communications.

**Organization & Program Description**

Rooted in Wyoming is a registered 501c-3 non-profit organization managed by a board of directors consisting of community members and invested organizations. We are dedicated to building and nurturing school and community gardens in Sheridan County and across our state. Our team works to create gardens that provide intergenerational and educational recreation; healthy, locally grown foods for Sheridan County families; connections with our area history; and increased appreciation of our local natural environment!

**Overview**

The Executive Director of RiW will promote RiW activities, educate community stakeholders, serve as a listener, collaborator, clearinghouse, visionary, facilitator, and coordinator for existing and potential garden partners. The director will manage RiW administrative tasks and track organizational policies. Executive Director duties occur year-round, with the greatest effort and time dedicated to garden projects and funding from spring to fall.

**Responsibilities**

* Organizational Leadership & Team Culture
  + Build an effective team of leaders by providing guidance and support to board members, staff, and interns.
  + Responsible for the recruitment and supervision of all staff positions.
  + Work with and communicate with the Board of Directors regarding governance and organizational activities, including monthly reports for board business.
  + Manage, execute, track and report on goals and strategic directions using 90-day implementation steps set forth by the Board of Directors in the strategic plan.
  + Provide guidance to garden programs, including garden design and planning, funding resources, volunteer recruitment, and other needs as appropriate.
  + Support garden projects with manual labor, coordination of equipment use and rentals, and use of personal equipment, as needed.
  + Oversee coordination of an active volunteer force by the volunteer coordinator and board members.
* Marketing and Public Relations
  + Help build strong, productive working relationships with appropriate public agencies, external authorities, stakeholders, and donors.
  + Act as public speaker, educator, and public relations representative to keep the program highly visible by sharing RiW's story, mission, and vision
  + Supervise the management of the web and media accounts by the Programs & Outreach Coordinator.
  + Participate in appropriate community organizations and state-wide committees (continued)
  + Work closely with RiW related working committees, including the Finance and Development committee and other committees involved in various initiatives, including Hoe-down planning, Center for Sustainability development, Local Food initiatives, etc.
* Fiscal Management and Compliance
  + Direct and oversee operational/program budgets.
  + Maintain sound financial practices, including healthy cash flows, strong internal financial controls, and ethical use of funds and resources
  + Coordinate planning for the sustainable financial future of RiW.
  + Facilitate fundraising efforts by the Board of Directors.
  + Maintain monthly accounting activities with the treasurer and accountant.
  + Research, write, and monitor grant applications and any other funding source for the short and long-term development of the organization according to the strategic plan and meet deadlines for submission of grant reports.
  + Maintain official records and documents to ensure compliance with federal, state, and local regulations as required by law, including maintaining non-profit status, employees, and safety requirements for program participants.
  + Securely maintain confidential information concerning employees, donors, volunteers, and program participants and uphold a high standard of confidentiality and ethics throughout the organization.
  + Develop and maintain appropriate data systems for donors, garden programs, volunteers, and other data sets as required.

**Qualifications**

* Required
* Experience in an executive leadership position; Executive Director of a non-profit or   
  charitable organization preferred
* Bachelor's degree in a related field, or a combination of equivalent background, skills   
  and experience
* Demonstrated success in large scale, non-profit fundraising
* Demonstrated competency in strategic planning and non-profit financial management
* Demonstrated success as a team leader and player
* Experience in facilitating group processes and positive group dynamics, with a strong   
  ability to mediate, manage conflict, and negotiate with internal and external partners
* Demonstrated experience developing organizational mission, aligning activity to the   
  mission, overseeing implementation, and measuring the effectiveness of the program
* Experience with public speaking, with excellent written and oral communication skills
* Experience organizing and building partnerships with diverse communities and partner   
  organizations in both the public and private sector
* Proven track record of influencing governmental and policy organizations, with extensive Sheridan/Wyoming contacts, preferred
* Preferred
* Master's degree or equivalent experience
* Extensive Sheridan/Wyoming community contacts – fundraising, governmental, policy
* An understanding of agriculture, community gardening, and educational   
  programming
* Experience in guiding/executing targeted marketing programs to achieve organizational   
  goals around events, awareness, and fundraising

**Salary**

$35,000 - $45,000/year BOE with Benefits

Full-time