

Position: CommunityGrows Executive Director

About Us

CommunityGrows (CG) cultivates healthy youth through integrated, year-round, garden-based environmental and cooking education and job-readiness training for low-income youth and youth of color. Our vision is that all youth can benefit from the joy and healing of nature-based outdoor education and develop the tools, confidence, and resources to navigate and challenge structural injustices. We are community-based and highly collaborative, partnering with 14 community organizations including public schools, recreation and cultural centers, and housing organizations in San Francisco's Western Addition and Fillmore neighborhoods. You can learn more about our tenets and values, and the history of our organization, [here](#).

Position Summary

The Executive Director will lead CommunityGrows operations, including finances, development, and fundraising. They manage the Deputy Director and CG administrative staff and work collaboratively with the fiscal sponsor ([the Tides Center](#)) and the Advisory Board. They will develop and administer the organizational budget and fundraising plan, including managing grants and engaging donors, foundation, and government funders. They will maintain and expand relationships with community partners to fulfill CG's mission and build community beyond CG. They will collaborate with the Deputy Director to ensure programming provides the most value and fulfills CG's mission. They will provide a vision and culture for CG staff and ensure their ongoing training and development, while supporting the health and well being of the staff.

The ideal candidate is an experienced fundraiser and financial manager with the ability to strategically manage and support the operations of a small organization. They have a passion for environmental and food justice and a motivation to challenge the structural inequities experienced by the communities CG serves. They are great at communicating with a variety of audiences, building teams, and supporting staff. The ideal candidate does not have to embody all everything in this job description, but they are willing and excited to collaborate and learn.

Duties and Responsibilities

Financial Management

In collaboration with the Tides Center and Advisory Board:

- Develops, submits, and leads the CG's annual budget
- Works closely with the Tides Center to ensure that CG operates within budget guidelines and maintains financial viability and integrity
- Tracks grant and other restricted funding expenditures to ensure timely, accurate, and strategic use of funds, and manages grant agreements including reporting requirements
- Regularly updates the Advisory Board financial metrics, pledged and projected funding, and any critical financial developments
- Leads development of multi-year financial plan

Development and Fundraising

In collaboration with the CommunityGrows Team and Advisory Board:

- Creates and executes an annual fundraising plan that ensures the financial health of CG
- Leads CG's fundraising efforts, including but not limited to:
 - Researching and applying for grant and other funding opportunities
 - Establishing positive relationships with government, foundation, and corporate funders, and individual donors
 - Creating grant budgets and narratives when needed

Strategic Planning

- Maintains a working knowledge of significant developments and trends in outdoor education, garden education, food justice, urban agriculture, and nonprofit management to ensure CG is operating at its highest potential and relevance
- Develops a long-range strategy which achieves CG's mission and tracks consistent and timely progress toward achieving goals
- Prioritizes diversity, equity and inclusion within all aspects of programming and organizational policies, procedures, and practices

Administration and Human Resources Management

- Collaborates with CG staff to recruit, hire, and retain a diverse staff
- Oversees and manages administrative staff, including onboarding and training, developing goals, identifying professional development opportunities, and conducting annual reviews
- Works with Tides Center Human Resource Manager to ensure compliance with all applicable employment laws, rules, and regulations and the timely and accurate delivery of all requisite information for employee benefits and/or paid leaves
- Partners with the Deputy Director to create a safe and inclusive culture for all staff while holding each other accountable for the work of the organization

Partnerships

In collaboration with the Deputy Director

- Acts as the primary contact for community and programmatic partners, establishing long-lasting working relationships, supporting partner events, and attending their staff meetings when appropriate
- Seeks out and acquires new partner contracts when appropriate
- Creates and monitors budgets that accurately reflect the services being provided
- Serve as an effective spokesperson for CG representing the organization's values to all partners and the general public

Desired Qualifications

- At least 5-8 years in nonprofit management, financial management or organizational development
- Successful management of an organizational budget over \$400K

- Excellent organization and communication skills
- Passion, idealism, integrity, positive attitude, mission-drive, and self-direction
- Ability to juggle multiple projects and prioritize
- Experience working or living in Western Addition, Fillmore, Outer Mission and/or Bayview-Hunters Point neighborhoods
- BA or higher (or equivalent experience) in nonprofit management, organizational development, accounting, or related field preferred but not required

Hours, Benefits and Compensation

This is a full-time position. We offer full benefits, including medical, dental, vision and life insurance; 10 holidays per year, paid vacation and sick leave. The salary range is \$90,000-100,000/yr and is commensurate with experience with potential for growth with incoming funding. This position can be remote with intermittent in-person events.

Application instructions and start date

To apply, please send a resume and cover letter to board@communitygrows.org. Applications will be reviewed on a rolling basis.

Organizational Relationships

Executive Director will interact on a daily basis with CG staff, contractors, volunteers and interns. They will also work episodically with partners and friends of CG, potential and current funders and donors, politicians, audiences at advocacy events, housing development residents and staff, neighbors in the communities we serve, and members of the CG Advisory Board.

Physical Demands and Work Environment

Able to sit in front of a computer for up to seven hours per day

Must be able to navigate local travel

Disclaimer

The above job description is not an all-inclusive list of duties and standards of the position. The Executive Director may add duties to ensure the success of this role. Due to the nature of this role, the selected candidate will be required to complete a background check after receiving a conditional offer of employment.

Commitment to Diversity

CommunityGrows, a project of Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS-related conditions (ARC). Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs, if any, at the time of application.