

San Juan Islands Agricultural Guild
Executive Director Position

The San Juan Islands Agricultural Guild (Ag Guild) is seeking an Executive Director, based in San Juan County, Washington.

Formed in 2008, the Ag Guild is a county-wide 501(c)(3) nonprofit organization with the mission to foster a vibrant, resilient, and sustainable food system in San Juan County, Washington. We do this by partnering with community organizations, businesses, and individuals to offer programs that address needs within the San Juan Islands food system, including equitable access to land, resources, capital, and markets; building consumer awareness of local, sustainably made or raised products; and lowering barriers to accessing healthy local food. We foster peer learning, information sharing, collaboration, and communication to strengthen the local food system.

The ideal candidate will demonstrate leadership, fundraising, and organizational management experience. The candidate will have a deep passion for addressing food system challenges through collaboration and will uphold the Ag Guild's role as a network convener and movement builder towards a food future rooted in economically viable, equitable, and environmentally just practices.

This is an exempt position at 30 hours per week, salaried at \$34-\$40/hour, commensurate with experience, with accrued paid holiday and time off, plus a health stipend and retirement benefits. Work hours are Monday through Friday with some weekends. Work may be performed remotely and at the Ag Guild office in Friday Harbor, on San Juan Island, with occasional travel among islands as required. The Executive Director reports to the Ag Guild Board of Directors. The Executive Director manages Ag Guild staff.

Job Duties:

1. Strategic Leadership (8 hrs/wk)

- Build the Ag Guild's vision with board and staff
- Coordinate with board and staff to assess and further develop external programming and communications with greatest impact to influence our agricultural system locally, regionally, and nationally
- Grow the Ag Guild's impact by being active and visible in the regional food systems sector and by developing and working closely with strategic partners and funders
- Maintain a working knowledge of farm and food systems issues and opportunities
- Cultivate and maintain relationships with food systems partners, including providing support and facilitation of multi-stakeholder collaborations and networks
- Address inequities in the local food system and work to align with more equitable practices, in collaboration with community partners

2. Financial Performance and Viability (5 hrs/wk)

- Ensure the fiscal integrity of Ag Guild, which includes working with the organization's accountant, Financial/Grant manager, and Board Treasurer to submit to the Board a proposed annual budget, and monthly financial statements, which accurately reflect the financial condition of the organization
- Develop revenue streams necessary to support Ag Guild's mission and programming, including identifying and pursuing grant opportunities and working with staff/board members on revenue development and forecasting
- Work closely with the board on fundraising campaigns and donor outreach
- Oversee grant management and reporting
- Ensure compliance with all Ag Guild policies and procedures and pertinent federal, state, and local regulations

3. Program Management (15 hrs/wk)

- Work with the board and staff to identify the key positions, staffing, and leadership needed to carry out the Ag Guild mission
- Build up organizational supervision, assessment, and feedback loops to strengthen all areas of work and practice
- Uphold and enhance policies, procedures, and protocols that guide program operations
- In partnership with staff and oversee the recruitment, hiring, and retention of a diverse team including staff, individual contractors, and other personnel
- Ensure staff have the tools, knowledge, capacities, and resources to carry out their roles
- Cultivate an organizational culture of learning, open dialogue, responsibility, and mutual accountability that is rooted in equity and ensures psychological safety for all team members

4. Board Liaison (2 hrs/wk)

- Report to and work closely with the Board of Directors to seek and enable their involvement in policy decisions, fundraising, and increasing the visibility of the organization
- Work with the Board to manage organizational risk and resolve compliance concerns
- Communicate effectively with the board and provide, in a timely and accurate manner, all information and administrative support necessary for the board to function properly and make informed decisions

5. Other duties as may be assigned by the Board of Directors

Professional Qualifications Desired:

- Knowledge of challenges and opportunities for farming in the San Juan Islands

- 3+ years of relevant management experience in providing transparent and high integrity leadership
- High-level strategic thinking and planning
- Ability to engage the staff, board, volunteers, donors, and the community around the organization's vision and strategic future
- A history of successfully generating new revenue streams and improving financial results
- Excellent donor relations skills and understanding of the local funding community
- Previous success in establishing relationships with organizations of influence, including funders and partner agencies
- Solid organizational, problem-solving, and analytical skills, including planning, prioritizing, time management, delegating, program development, and task facilitation
- Demonstrated ability to oversee and collaborate with staff and volunteers
- Strong financial management skills, including budget analysis, decision making, and reporting
- Strong written and oral communication skills
- **Must reside within San Juan County, WA**

Submit cover letter and resume with three references to director@sjiguild.com. Position open until filled.

Revised 9/6/23