



P.O. Box 826
Salida, CO 81201

EXECUTIVE DIRECTOR

Founded in 1996 by farmer Tony Madone, Jr., Colorado Farm to Table is a nonprofit farm located in Salida, Colorado. Its mission is to grow, harvest and distribute fresh produce to food banks, pantries and soup kitchens, feeding families in need across Colorado.

Our revenues are between \$230,000 and \$260,000. Colorado Farm to Table accomplishes this by seeking charitable contributions, utilizing a strong volunteer base, and seeking non-charitable revenues.

For more information please visit www.coloradofarmtotable.org.

POSITION

Colorado Farm to Table, Inc. (CFTT) is looking for a full-time energetic, creative Executive Director to lead our team in Salida, beginning January 2019. The Director will be responsible for telling our story, successfully marketing and developing the organization, and representing and advocating for CFTT in Chaffee County and throughout Colorado. This is a hands-on position that works closely with farm and administrative staff, our Board of Directors, and our community to support our team and our mission.

RESPONSIBILITIES

- Embrace Colorado Farm to Table's mission.
- Draft, implement and manage a fundraising plan.
- Network within the community and throughout the state of Colorado, including traveling and meeting with various foundations, to grow funding of CFTT to increase gifts and advance the mission of the organization.
- Develop new funding sources.
- Participate with the Board in implementing and expanding the organization's vision and strategic plan.
- Be accountable to the Board based on performance metrics.
- Identify, assess, and inform the Board of external and internal issues affecting CFTT.

- Supervise administrative staff and communicate closely with our volunteers.
- Foster effective team work between the farm and support staff, the Board and volunteers.
- Act as a spokesperson for CFTT, and represent the organization throughout the community and at the farm's activities and events, to enhance the organization's profile.
- Provide hands-on management and leadership to oversee the efficient and effective day-to-day operation of the organization.
- Oversee CFTT's programs and services, including food donations, special events, farm tours and outreach programs.
- Administer the funds of CFTT according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the Board with comprehensive, regular reports on the organization's financial position.
- Ensure the organization is and remains in compliance with all laws and regulations.

KNOWLEDGE, EXPERIENCE AND SKILLS

- Leadership, facilitation, collaboration, partnership-building and interpersonal communication skills.
- Hands-on management of a small team, and willingness to help out where needed.
- Strong written and verbal communication skills including public relations and advocacy abilities.
- Effective financial management of non-profit organizations, including fundraising, budgeting and financial planning.

QUALIFICATIONS

- Undergraduate degree in related field or equivalent experience required. Advanced degree desirable.
- Experience managing a small business or non-profit organization, or other applicable management experience.
- Experience and demonstrated success in fundraising and grant writing.

COMPENSATION/BENEFITS

- Base salary between \$40,000 and \$50,000 and incentives compensation.

HOW TO APPLY

- Please submit cover letter and resume to lisa@coloradofarmtable.org and erin@timberlinelaw.com.
- Deadline for submissions is December 20.