



Fields of Grace Executive Director position:

General statement of Duties: Oversees daily operations of Fields of Grace.

CORE RESPONSIBILITIES:

-Oversee and manage the Fields of Grace coordinator positions (source representative, field supervisor, residential gleaning, local Farmers markets, training, transportation, communications, merchandise, and database) to ensure that operations are progressing effectively. Provide support to these positions as needed along with directing monthly coordinator meetings.

-Attend monthly Board of Director meetings and prepare reports as needed.

-Direct fundraising activities in conjunction with the board: including yearly fund raising dinner and grant writing, to ensure sustainability of the organization. Roughly 70% of our expenses will be the salary of the Executive Director, so they will have to actively seek methods to raise funds to ensure their employment.

-Be the public face of the organization: Promote Fields of Grace in the community to raise public awareness about hunger in the area and potential ways to respond. Also build partnerships with community organizations and businesses. Communicate with professionals in our area that deal with crop insurance so that they know who we are and how we can help glean crops that may have been damaged.

-Help set up gleaning events with the source representative. This will be mainly be May thru October according to the growing season of the products to be gleaned. This will entail communication with the source representative, the farmer, the transportation supervisor, the field supervisors, the volunteers, and the data base coordinator. Communicate gleaning events to volunteers via email, Facebook, website, and phone calls (for volunteers who do not have internet access).

-Ensure that gleaning reports are accurate and maintained in a timely fashion. This will require communication with our database professional.

-Maintain the Fields of Grace website and ensure that events are up-to-date. This should be evaluated on a weekly basis.

-Supervise the production of biannual newsletter to the volunteers, donors, Board of Directors and the coordinators.

-Ensure financial records are kept up-to-date and are accurate. Communication with the Treasurer is essential, and you will report your work hours in a timely manner to the Treasurer or Fields of Grace accountant. You will keep an up to date activity chart (no more than two to three days old) to show your activities and results of those activities. This will keep the board informed so they have understanding of your work load.

-Maintain records on financial and in-kind donations, preparing correspondence when needed (i.e. letters to donors for tax purposes, Thank you letters to donors and sponsors)

-Maintain personnel to ensure weekly pickup of produce at the Farmers Markets. A rotation of volunteers is critical here.

-There will be reimbursement for a cell phone not to exceed \$100.00 per month.

DESIRED QUALIFICATIONS:

-A minimum of three years' experience working with volunteers in a supervisor and/or coordinator role; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

-Strong interpersonal skills and public speaking ability. Highly organized. Ability to juggle many different projects simultaneously, and prioritize as needed. Good communication skills, both oral and written.

-Ability to recruit, train, as well as organize and direct the activities of volunteers.

-Ability to work independently and be self-directed, but in collaboration with several other groups.

-Computer proficiency, particularly in Microsoft office suite programs. Database management (Microsoft Access) a plus.

-Ability to solicit local support and involvement.

-Experience in project management, marketing and leadership a plus.

-Requires the use of a personal vehicle with mileage reimbursement at standard rate.

COMPENSATION:

This position is considered part-time, but some parts of the year will be full-time and involve work on Saturdays. Fields of Grace is a non-profit, faith-based organization whose compensation is provided by God's grace. The Administrator will have a salary of \$26,000 a year and will be responsible for helping to raise these funds for this position.