



EXECUTIVE DIRECTOR POSITION DESCRIPTION

Compensation: \$85,000 - \$100,000, commensurate with experience

Benefits: Health Insurance, Dental & Vision Insurance, Flexible Spending Account, Gym Access, Retirement Plan and Shift Meals

Location: Some remote work possible with regular presence at offices in Southampton and Riverhead, NY

CORE RESPONSIBILITIES

Reporting to the Board of Directors, the Executive Director is responsible for providing vision, strategic direction, leadership, and day-to-day management of East End Food.

BOARD DEVELOPMENT

- Develop, maintain, and support a strong Board of Directors. Serve as an ex-officio non-voting member of the board.
- Strengthen board involvement in East End Food activities and in fundraising to ensure long-term program success and financial viability.
- Recruit new board members and volunteers.

ORGANIZATIONAL LEADERSHIP

- Provide day-to-day leadership, oversight, and direction with the leadership team.
- Set clear and attainable objectives for managers and evaluate job performance accordingly.
- Provide oversight of financial and regulatory matters and ensure compliance with all required laws and regulations.
- Ensure the maintenance of timely and accurate financial records and required filings.
- Establish strong financial controls and ensure that policies and procedures are followed.
- Oversee the accomplishments of the goals established in the strategic plan and work with the leadership team and the board to update the plan as needed.



ADVOCACY AND COMMUNICATION

- Serve as an effective advocate for the mission of East End Food to all external audiences, including elected officials and membership.
- Grow the business membership base of East End Food. Build strong relationships with the members, understand their needs, and develop activities that will support and promote their work in the farming and food industry.
- Build awareness of East End Food and its mission and programs among farmers, producers, and everyone in the community.
- Generate press releases and pitch stories to build the reputation of East End Food in the community through earned media.

FINANCIAL SUSTAINABILITY

- With the Board of Directors and accounting firm, develop annual operating and capital budgets to be formally reviewed and adopted at the annual board meeting.
- Lead fundraising and development efforts in collaboration with consultants to diversify funding streams to support existing programs and to expand program capacity.
- Establish an annual fundraising plan with the Board of Directors that includes a diversified funding stream.
- Identify and cultivate potential funders, including individuals, foundations, corporations and government agencies.
- Lead the process of grant submissions to foundation and government agencies from potential funder identification through completed grant submission and reporting.
- Execute strategies to achieve the targets in the annual fundraising plan.

CAPITAL PROJECT OVERSIGHT

- Work with project manager, consultants and regulatory agencies to shepherd the construction of a new East End Food Hub in Riverhead
- Coordinate with project manager, consultants and staff to ensure a smooth transition from the current Southampton facility to Riverhead.
- Take the lead to ensure the long term vision for the East End Food Hub is achieved.

QUALIFICATIONS

- A passion for sustainable and local food production and for the people involved.
- Strong leadership and entrepreneurial spirit, skills, and qualities.
- Self-starter who can work independently on a variety of projects and tasks simultaneously with limited supervision and guidance.
- Exceptional relationship and community building skills.



- Strong writing, speaking and presentation skills.
- Bachelor's degree from an accredited university. Master's degree preferred.
- Thorough understanding of successful non-profit revenue generation and management of government grants.
- Track record of leading a performance and outcomes-based organization and staff.
- Experience running a non-profit organization is preferred, however, comparable business leadership experience coupled with other non-profit work (board or volunteer leadership, for example) will be considered.

TO APPLY

Interested candidates should submit a resume, cover letter and three professional references to info@eastendfood.org. Please include "Executive Director Application - East End Food" in the subject line. Applications will be accepted until March 10, 2024.

East End Food is an equal opportunity employer and encourages candidates of all backgrounds to apply.