



Position Announcement: Executive Director

About Us:

Sprouting Farms is a 501(c)(3) nonprofit working to develop new and existing farm businesses and increase local food production in southern West Virginia. We're comprised of four divisions, each collaborating to address multiple needs to redevelop an equitable food system. These divisions include an 86-acre training and research-oriented production farm located in Summers County, WV; Turnrow Appalachian Farm Collective headquartered in Maxwelton, WV; Greenville Farm Kitchen located in Greenville, WV; and Blue Acre Aquaponics located in Kermit, WV.

The Talcott-based production farm, provides beginning farmers with education and support to launch their own farm business on their own property or within a cooperative farming model at Sprouting Farms through the Farmer Apprentice and Incubator programs. We engage the local community across southern WV in a variety of community outreach projects including garden planning workshops, community cooking classes, and other specialty workshops, as well as school visits.

Since 2016 we have successfully implemented Education and Production Programs, developed Turnrow Food Hub (TFH), and begun bridging the gap between rural producers and market demand. We have provided support to over 100 farmers during our first three years in the form of land leases, high tunnels, training, cold storage, processing, aggregation, marketing, labor sharing, equipment, and production supplies.

Sprouting Farms is organized by the Divisions listed below:

- Sprouting Farms, Corp: 501c3 that manages all grant activities, owns property and equipment, maintains a board of directors and employees and staff.
 - Talcott Production and Incubator Farm: Located in Summers County, 86-acre farm that hosts the Production, Education, and Incubator programs onsite. Consisting of a farm manager, farm labor staff, labor and equipment share program, and a maintenance crew. 30 high tunnels and 10+ acres of production space, and over 60 acres of pasture.
 - Turnrow Food Hub: Turnrow is an operational food hub delivery regional farmers product weekly across the state. Team consists of a sales manager, production manager, driver, and operations manager. The team operates out of a 1,500 square foot warehouse in Maxwellton, WV.
 - Greenville Farm Kitchen: Located in Greenville (Monroe County) WV, about 20 minutes from the Talcott Farm. The Greenville Farm Kitchen is a workforce program that processes, washes, and packs local produce for schools and other customers across West Virginia.
 - Blue Acre Aquaponics: In partnership with the Mingo County Redevelopment Authority, Sprouting Farms manages the development and operations of a large aquaponics facility.

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<https://www.sproutingfarms.org>

(681) 299-1041



The Sprouting Farms team is a highly collaborative group of innovative thinkers and solution-seekers. We seek to address issues within the food system from the roots not the branches. Our divisions and partners are spread across southern WV, which requires asynchronous communication as well as virtual meetings. As such, we seek out team members who are ambitious and can take initiative and who do not hesitate to ask hard questions in order to find the right solution. Sprouting Farms is a dynamic, exciting, and empowering workplace; with a vision and mission for food system change. Sprouting Farms strives to maintain a horizontal management structure, providing an inclusive and supporting structure for employment.

About You:

This position is ideal for you if you have experience farming, working with local food businesses, or coordinating local food systems work. You're good at listening to differing opinions, while prioritizing the success of the organization, but more importantly the success of the food and farm community overall. You welcome frequent challenges and can creatively work with your team to solve those issues with a compassionate and entrepreneurial mindset. You have the ability to manage multiple projects, divisions, people, personalities, grants, budgets, and partners at one time. You can create a structure within an organization that help the operation move smoothly while professionally developing your team.

About the Position:

This is a full-time Executive Director position reporting to the Sprouting Farms board of directors. The Executive Director will oversee all divisions and operations of Sprouting Farms Corps. Oversight includes administration and implementation of programs and the strategic plan of the organization. Other key duties and responsibilities include fundraising, marketing, community outreach, grant writing, grant management, and budget management.

Position Description and Responsibilities:

Advancing the Mission, Vision, and Strategy of Sprouting Farms Corps

The Executive Director will be responsible for working with board and staff to ensure that the mission is fulfilled through programs, projects, strategic planning, and community outreach.

- Engage in strategic planning with staff, partners, and the board of directors
- Implement programs and action items in the strategic plan

Maintaining Financial Viability and Budget Oversight

The Executive Director is responsible for the fiscal integrity of Sprouting Farms and develops



financial and other resources sufficient to ensure the financial health of the organization.

- Engage in fundraising, grant writing, and developing other revenues necessary to support Sprouting Farm's mission
- Develop an annual budget for approval by the board of directors
- Manage the organizational budget
- Manage private, state, and federal grant budgets appropriately in accordance with grant agreements by the granting agency

Organizational Operations

The Executive Director is responsible for effective and efficient operations and administration of Sprouting Farms.

- Maintain and file official records and documents, and ensure compliance with federal, state and local regulations
- Manage grant outcomes in accordance with grant agreements by the granting agency
- Enforce all employment policies set forth but the board of directors
- Establish administrative policies and procedures for all functions and for the day-to-day operation of the organization
- Review, approve, and sign contracts, notes, agreements, and Memorandums of Understand that Sprouting Farms Corps enters
- Ensure that each staff member has a job description, regular performance evaluations are held, and that sound human resource practices are in place
- Supervise and collaborate with organization staff
- Hire, retain, and train competent, qualified staff

Partner Management and Community Outreach

The Executive Director is the primary face of the organization and the chief manager of community and partner relations.

- Serve as Sprouting Farm's primary spokesperson to the organization's constituents, the media and the general public
- Establish and maintain relationships with partnering organizations to strategically enhance Sprouting Farm's mission
- Maintain a working knowledge of significant developments and trends in the field through trainings, networking opportunities, and regional partnership development
- Oversee marketing and other communications efforts to maintain consistent messaging and continuity

Reporting to the Board of Directors

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The Executive Director reports directly to the Sprouting Farms Board of Directors regarding fiscal management, mission/vision, and organizational policy.

- Report to and work closely with the Board of Directors to make recommendations and seek their approval in organizational policy decisions
- Report quarterly on the financial state of the organization including quarterly financial statements, which accurately reflect the financial condition of the organization
- Communicate all necessary information for the Board of directors to function properly and to make informed decisions
- Assist the board in fundraising to increase the overall visibility of the organization

Qualifications:

- 3+ years of agricultural and/or food systems experience
- 3+ years of experience in nonprofit management and/or grants management
- Bachelor degree, Master degree preferred
- Ability to utilize Microsoft Word, Google Drive, and other web-based platforms
- Can independently manage multiple projects, partners, communications, staff and teams at time
- Willing to be located in the Greenbrier Valley region of West Virginia
- Considered a plus if candidate has experience in:
 - Agriculture product sales
 - Education
 - Apprenticeships
 - Entrepreneurship

How to Apply:

Applications should be sent with the following documents *combined as a single .pdf* file in the following order to Annie Stroud at SproutingFarmsBoardofDirectors@gmail.com :

1. Resume
2. Two-page cover letter that clearly and succinctly answers the following questions:
 - a. Why are you passionate about food systems and agricultural work and how will that passion will carry you through during times of disagreements, stress, pressure, deadlines, and the mundane?
 - b. Discuss any experience you have working with farmers, apprentices, nonprofit partners, and agencies.
 - c. How do you see yourself managing multiple Sprouting Farms Corps divisions, staff, partners, programs, projects, and grants?
 - d. Discuss your experience and methodology in managing staff members
 - e. Discuss your experience writing and reporting on grants (including grant budgets), with a focus on large government grants.

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3. Pertinent portfolio items *optional*

Selection Schedule:

- Initial Interviews will be conducted via phone/teleconference, and will begin in early March 2020 for qualified applicants.
- Second interviews will be conducted in person during April, 2020.
- Final Selection by April 30, 2020
- Applications are due 3/15/2020, but for priority consideration applications should be submitted by 3/1/2020.

Compensation:

- Compensation: \$45,000- \$48,000 depending on experience
- Benefits include:
 - Insperity Group Health Plan with a portion paid by the employer
 - Insperity Flexible Spending Account
 - Insperity Health Savings Account
 - Insperity Group Life and Personal Accident Insurance
 - Insperity Group Short and Long-Term Disability Insurance
 - Employee Assistance Program
 - Continuous Education and Training Opportunities
- 21 days of paid time off during the first year of employment