



Job Announcement

Our Neighbors Farm & Pantry
Safford, AZ

Our Neighbors Farm & Pantry seeks a dynamic new Executive Director with a passion for rural community development to lead our diverse and extraordinary team of volunteers and staff to provide quality food for our neighbors in Graham and Greenlee Counties.

About Our Neighbors Farm & Pantry

ONF&P is a community-based food bank and garden serving the communities in and around Safford, Arizona. The organization operates with a small staff of 2 full-time and 4 part-time employees, and about a dozen regular farm and pantry volunteers who oversee farm food production, garden education and food distribution. The organization's annual budget is \$300,000 and growing, and is funded by a variety of grants and community fundraising strategies.

About the Position

The Executive Director's (ED's) essential function is to manage and direct the efficient and effective day-to-day operations of the organization. The ED's overarching goal is to develop and sustain the organization financially and operationally.

The ED shares responsibility with the Board of Directors to build a productive partnership that ensures good governance, strategic planning and stewardship of community resources. The ED represents the organization in the community and throughout the region. Accordingly, the ED is responsible for cultivating relationships with our strategic partners, donors, funders, volunteers and peer organizations.

Primary Duties

- **Personnel Management**: The ED is responsible for guiding the work of all staff, paid and volunteers. Recruiting and retaining staff and volunteers by furthering a positive work environment and organizational culture.
- **Programs & Operations**: The ED has overall responsibility for ensuring effective and efficient food production, collection, storage and distribution in accordance with funding and health safety requirements. The ED is responsible for assuring maintenance and operability of the property, facilities and equipment, as well as the development of quality educational programming for local youth.
- **Financial Management**: The ED is responsible for budgeting and budget tracking, oversight of bookkeeping, maintenance of records, grant tracking and reporting, and financial reporting to the Board of Directors and granting agencies.
- **Fund Development & Community Relationships**: The ED is responsible for ensuring sufficient funds are available for programs and operations through grant writing and reporting, maintaining relationships with funding agencies and organizations, donor development, volunteer recruitment, and implementing the organization's fundraising strategies.

Desired Experience & Qualifications

Minimum Qualifications

- + Management & Supervisory experience – 5+ years
- + Experience working in a nonprofit setting, particularly with boards and volunteers – 3+ years
- + Passion for ONF&P's mission and purpose

Highly qualified candidates should:

- be comfortable working in a team environment with a diverse staff and board of directors;
- possess excellent interpersonal skills that are reflected in an ability to interact professionally with all levels of ONF&P constituents including clients, volunteers, funders and community partners;
- be able to exercise situational leadership skills ranging from task management to strategic leadership;
- be able to write and speak clearly, concisely and compellingly;
- be able to develop and manage budgets;
- be experienced at overseeing administrative tasks in a timely and organized manner;
- be able to think strategically to design programs and develop ways to measure outcomes;
- possess the ability to work through systems to accomplish goals;
- possess organizational skills that will permit managing work efficiently as well as working on several projects simultaneously, each at a different level of development;
- be able to handle changes and challenges in a positive and graceful manner;
- be comfortable using technology including donor database, cloud-based document storage, social media, and other digital tools.

Compensation & Benefits

This is an exempt, full-time position that require flexible working hours, including evenings and weekends. Annual salary is between \$50,000 to \$60,000, depending on experience. Benefits include paid time off, contributions to a Health Savings Account and employer matching to retirement plan. Housing may also be available as an employee benefit.

Application Process

1. Please submit a **resume and cover letter** describing your interest in the organization and position to ED Search Committee Chair, Dick Spining at rdspining70@gmail.com. He may be reached by phone at 928.651.4352.
2. Applications will be reviewed as they are received. Apply by **November 1, 2023 by 5:00PM** to be ensured consideration.