2-3-18 Executive Director, Garden School Foundation, Los Angeles, Open Until Filled

Job Title

Executive Director

Agency

Garden School Foundation

Location

Los Angeles, CA

Pay Rate

Negotiable

Overview

The Garden School Foundation (GSF) is a 501(c)3 nonprofit whose mission is to provide meaningful education for underserved youth in Los Angeles through garden-based learning in outdoor living classrooms. GSF works with Title 1 schools to implement our Seed to Table curriculum of experiential standards-based lessons in all academic subjects, as well as cooking and nutrition, to strengthen the connection between education, health, environmental awareness, and thriving communities. The GSF’s flagship school, 24th Street Elementary, contains a 1.5-acre garden classroom with an outdoor kitchen space that hosts monthly Community Garden Days, Teacher Training Workshops, Summer and Winter Camps, and is partnered with our Greenhouse program. In addition to 24thStreet School, GSF serves 5 additional elementary schools and one Vocational Trade School throughout Los Angeles, reaching over 3,100 students and their families. Equal Opportunity Employer.

Responsibilities

The Executive Director will manage overall operations for the Garden School Foundation, including but not limited to program management and development, event planning, fundraising, donor relations, human resources, and financial responsibilities.

• Report directly to the Chairperson of the Board of Directors or his/her designee

• Provide leadership and management of all business (including establishment of an annual budget) and other affairs for GSF in collaboration with the Board of Directors

• Serve as the primary advocate and acts as its representative (with a Board member when possible) at public events

• Prepare weekly status reports, agendas and minutes for quarterly Board meetings

• Manage GSF external communications, including newsletters, media requests, website copy, blog posts, and social media engagement; will also seek out potential fundraising and/or partnerships with new supporters

• Ensure full and timely execution of all board policies, strategies and plans

• Purchase all reimbursable supplies and materials for GSF programs and functions

• Work in partnership with the Board to develop, refine and sustain the overall vision

• Oversee all activities\as it relates to programs, and program-related fiscal and marketing decisions

• Direct fundraising activities and events

• Communicate in a timely manner all public relations activities to the Chairperson or his/her designee

• Work in collaboration with the Executive Committee to submit grant proposals.

• Research potential marketing strategies for the Seed to Table curriculum

• Manage staff and oversee all human resource duties including hiring staff, running staff meetings, and supporting staff development

• Maintain good relationships with all GSF schools and update the memorandum of understanding each year at each site

• Oversee volunteer recruitment and management

• Maintain and develop summer camp program and other special programs

Required Skills

Five years experience managing budgets, writing grants and managing staff

• Track-record of successful fundraising including planning large events

• Experience working with Board of Directors

• Deep understanding and commitment to developing partnerships

Desired Skills

THE IDEAL CANDIDATE HAS THE FOLLOWING QUALITIES

• Experience with school gardening or school provisioning

• Self-starter with flexible schedule

• Ability to work in a fast-paced environment

• Excellent speaking and diplomacy skills

• Ability to apply strategic and creative thinking

• Highly organized with strong time management ability• Strong research and analytical skills

• Ability to work under pressure effectively and meet deadlines

• Strong collaborative experience

• An unyieldingly positive attitude

• Bilingual (Spanish preferred)

• Familiarity with donor base management systems

Application Mode

Email a cover letter and resume to board@gardenschoolfoundation.org

Application Deadline

Open until filled

Contact for further information

board@gardenschoolfoundation.org