



Louisville Grows Employee Job Description

Executive Director

Mission Statement

Louisville Grows is dedicated to fostering sustainable urban agriculture, healthy living, and environmental stewardship in Louisville, KY. Our mission is to grow a just and sustainable community through urban agriculture, urban forestry, and environmental education.

Job Summary

The Executive Director has the primary roles and responsibilities for managing all aspects of Louisville Grows. The Executive Director works closely with the Board of Directors, staff, volunteers, and community partners to lead the organization in pursuit of its mission. The ideal candidate will be a passionate leader with experience in nonprofit management, fundraising, community engagement, and environmental stewardship.

Primary Responsibilities

Fundraising, grants, donations, partnerships, contracts: The Executive Director is primarily responsible for working to identify, strategize, write and submit grant proposals and subsequent paperwork to receive said grants, and to write and submit follow-up reports. The Executive Director is responsible for coordinating large donations and partnerships with private foundations, corporations, or single donors. This includes outreach, luncheons, private meetings, etc. needed to secure partnerships and donations.

Community Engagement and Advocacy: The Executive Director serves as the primary spokesperson for Louisville Grows, representing the organization to the public, media, and key stakeholders. The Executive Director is responsible for building and maintaining strong relationships with community partners, volunteers, and supporters through advocating for policies and practices that promote urban agriculture, environmental sustainability, and community health.

Financial Management: The Executive Director is responsible for overseeing sound financial management of the organization and is responsible for developing and implementing an annual budget. The Executive Director is the signatory at the bank along with the Treasurer from the Board of Directors. The Executive Director handles all bank deposits, withdrawals, large payments, and associated paperwork. The Executive Director is also responsible for working with the Bookkeeper to ensure all financial information related to accounts receivable and payable are received in a timely manner so that accurate financial accounting can be performed on a monthly basis. The Executive Director works with the Urban Agriculture Manager to communicate with and select community garden grant recipients.

Operations and Staff Management: The Executive Director is responsible for fostering a supportive and inclusive work environment and ensuring adequate staffing to achieve the objectives of projects and grants. The Executive Director is responsible for providing guidance, mentorship, and professional development opportunities to staff. The Executive Director is also responsible for ensuring staff have the equipment and tools (vehicles, trailers, machines, etc.) needed to perform work. The Executive Director is responsible for ensuring that all employees adhere to the policies and practices within the employee handbook.

Commitment to racial equity and social justice: The Executive Director recognizes the role of race, income, age, immigration status, and other identities in shaping health disparities, and you consistently amplify community voices to advocate for more equitable solutions. The Executive Director recognizes how different identities show up in the work, and welcome, reflect on, and act on feedback with an eye toward continuous learning about race, ability, and other lines of difference.

Property Management: The Executive Director is responsible for overseeing the management of Louisville Grows' property, which may include ensuring that all buildings and lots are in compliance with local regulations, ensuring adequate safety measures for staff and property, and the payment of utilities and maintenance as needed.

Ideal Qualifications

Strong operational management skills:

- Demonstrates a collaborative leadership style, empowering staff through shared decision-making and planning.
- Models and inspires accountability: Inspires and motivates others to take action and meet goals. Delegates skillfully. Holds the team accountable and acknowledges growing edges (in self and others).
- Proven ability to lead and manage a diverse team, fostering an inclusive work environment and promoting professional development.

Proven fundraising ability:

- Ability to build influence with funders, partners, peer organizations, companies, and raise money.
- Extensive experience in nonprofit leadership including grant writing, fundraising, and financial management.
- Demonstrated success in securing significant funding through grants, donations, and partnerships.
- Expertise in financial oversight, including budget development, and financial reporting.

Engaging Communication:

- Effective communication and interpersonal skills, with the ability to engage and inspire a wide range of stakeholders.

Advocacy for Equity:

- Commitment to social justice, with an understanding of the role of various identities in shaping disparities and a track record of advocating for equitable solutions.

Strategic Vision:

- Strategic foresight in guiding the organization's direction, ensuring alignment of operations with long-term goals and objectives.

Compensation

Louisville Grows offers a competitive salary commensurate with experience and qualification. The salary range for this position is \$65,000-\$85,000. Additionally, Louisville Grows will provide a comprehensive benefit package including a group health insurance option and paid time off.

Application Process

Louisville Grows is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

We encourage applicants from all backgrounds to apply even if you don't meet every single qualification listed here.

Interested candidates should submit a cover letter, their resume, and three references to info@louisvillegrows.org. Submissions without a cover letter will not be considered.

Submission Deadline: Position applications will remain open until Sunday, July 28.