



The Urban Farm

Executive Director

Posted January 2024

The Urban Farm (TUF) is a 501(c)(3) organization, which strives to provide the opportunity for urban youth to engage and participate in local food and agriculture. TUF delivers experiential programs in animal husbandry, organic gardening, environmental education, and food security that provide practical and behavioral life skills for youth and young adults. Our aspiration is to foster compassion and resilience in people and inspire them to build sustainable, healthy, and equitable communities. TUF hosts over 100 animals including horses, goats, sheep, and poultry, as well as a riding arena, greenhouse, hydroponic Freight Farm, community garden, and 1-acre market garden. Our programs include but are not limited to food distribution, equestrian classes, livestock clubs, summer camps, events, workshops, field trips, an earn-while-you-learn vocational track and more.

Our ideal candidate is someone that embodies TUF's core values, believes fully in our mission and vision and is rooted in the local food system and sustainable & regenerative agriculture fields. While the organization was originally established in 1995, TUF has experienced a recent period of significant growth. We are seeking an Executive Director who will harness this recent momentum, leading the organization on a continued growth trajectory while refining procedures and operations. We are looking for an experienced leader to oversee business operations, while serving as the face of the organization, and they will be responsible for giving strategic direction and implementing a high quality vision. Key functional knowledge is desired in strategic development and planning, financial management, fundraising, and HR.

Essential Job Functions & Responsibilities

This position reports to the Board of Directors

Leadership

- Provide strategic leadership and inspire a team of dedicated staff, board, and volunteers to achieve the organization's mission and goals
- Ownership and demonstrated integrity for the overall financial health and well being of the organization
- Ensure organizational structure is thriving and adapting to the needs of the organization while all employees are properly supported
- Support the Director of Operations in ensuring successful day-to-day operations of the organization
- Collaborate with diverse stakeholders including gov't representatives, non-profit partners, city agencies, etc. in order to drive aligned and targeted growth
- Demonstrate strong EQ and people skills with ability to balance getting results with creating a supportive team environment
- Oversee the continued development and execution of TUF's Master Plan as established in cooperation with the City and County of Denver Parks and Recreation
- Willingness to roll up the sleeves and support all stratification of farm staff with duties as assigned and beyond

Business Management

- Lead and support the organization's program, finance, HR, development operations
- Collaborate with the Finance Committee to develop the annual budget, meet budget goals, review fiscal performance, and improve program budgeting and reporting practices
- Responsible for conducting the organization's year-end audits, reporting, and financial statement preparation, with support of contracted bookkeeper and CPA
- Maintain financial controls, managing resource allocation according to program budgets
- Responsible for the oversight of benefits administration, payroll, insurance renewals, tax and business registration compliance
- Collaborate with Director of Operations and department managers to identify staffing needs and plan for workforce requirements, onboarding, performance reviews, hiring, and career development
- Ensure timely execution of monthly financial reports, financial estimates, and forecasts, for review by the Finance Committee and quarterly review by the Board of Directors.
- Ensure that the organization maintains compliance with the established Cooperative Agreement with The City of Denver and all applicable governing contracts
- Develop, implement, and enforce compliance with labor laws, regulations, and company policies.
- Attend and report to the Board at monthly meetings; ensure Board is abreast of all critical operational projects, work, and risks; assist with production of Board agenda and materials, and support relevant Board committees

Fundraising & Development

- Create and implement comprehensive fundraising plans aligned with the organization's goals, inclusive of Colorado Gives Day Campaign and End-of-year campaign
- Steward and maintain relationships with donors, corporate sponsors, foundations, and key stakeholders to ensure continued capital support
- Research & identify grant opportunities, write compelling grant proposals, manage the grant application process and reports
- Accountable for compliance, invoicing and proper use of funds for all grant requirements, as well as success metrics and reporting
- Organize fundraising events to generate financial support, including coordinating the logistics, marketing and outreach efforts for fundraising events with the support of the development committee
- Plan and oversee marketing strategy and promotional activities across various channels aligned with organizational objectives
- Maintain and enhance organization's brand image

Required Skills, Experiences, Qualifications

- Bachelor's degree in related field (Master's preferred)
- A minimum of 10 years of experience in executive level management and/or leadership position, preferably in non-profit setting
- A minimum of 5 years of professional experience in the food systems, food equity, horticulture, agriculture, community organizing, sustainable & regenerative, agriculture, environmental education, environmental conservation, animal husbandry, or related field
- Experience overseeing and managing an annual operating budget of at minimum \$1.5M
- Demonstrated success in fundraising, preferably including the development and leading of capital campaigns
- Proficiency and experience with Quickbooks Online, Paychex Flex, Squarespace, Bloomerang CRM, Google and/or Microsoft Suite and similar software applications

- Valid US driver's license and clean (insurable) driving record
- Demonstrated commitment to communities of color, Latinx, immigrant, refugee, justice-system involved, historically marginalized, and asylum-seeking populations

Preferred Skills

- Bilingual in English and Spanish

Work Environment

This position will require a mix of office work (including options to work from home). Hours will be variable, some weekends and evenings required based on special events and programming. Applicants must be able to stand and/or sit for long periods of time, and work outdoors in variable weather conditions.

Compensation & Benefits

This is a full-time, exempt position requiring 40 hours per week. Starting salary will be dependent on experience and qualifications; however, the target salary range for this position is \$95,000 - 115,000

- 401k with employer match
- Employer Sponsored Health Insurance with elective vision and dental
- Generous professional development reimbursements/sponsorship

To Apply

Send a cover letter, resume, and three professional references to The Urban Farm's Executive Committee, at executivecommittee@theurbanfarm.org (candidates will be notified prior to contacting references). Please use the subject line "ExecutiveDirector_Application". Applications will be accepted and reviewed until February 16th.