



## Executive Director Job Description

---

**CUESA (the Center for Urban Education about Sustainable Agriculture)** is a nonprofit organization dedicated to cultivating a sustainable food system through the operation of the Ferry Plaza Farmers Market and its educational programs.

CUESA has a 20-year history of connecting farmers with urban consumers, educating the public about how their food is produced and how to prepare it, and raising awareness about sustainable alternatives to the industrial food system. The organization has steadily grown to its current size of 22 employees, nine of which are full-time, with an annual budget of over \$1 million.

CUESA envisions a healthy world nourished by sustainable food systems and shall contribute to this vision by: actively connecting, engaging, and supporting all participants within our regional food system; presenting substantive education programs and serving as a resource for information on sustainable food systems; and operating world-class farmers markets that develop and support regional sustainable farm operations.

**SUMMARY:** CUESA is seeking an experienced, dynamic, articulate, sensible, visionary, consensus-building leader to manage the organization and shepherd it into the next stage of development. The Executive Director functions as the Chief Executive Officer of CUESA. In this capacity, the incumbent is responsible for implementing policies and deliverables set by the Board of Directors, leading the organization to achieve annual goals and objectives, and overseeing the financial, program development, human resource, fundraising, and administrative management of the organization. This position reports to the Board of Directors and directly supervises the Director of Market Operations, Associate Director of Market Operations, Director of Education, Director of Development, and Director of Marketing & Public Relations.

### **ESSENTIAL RESPONSIBILITIES** (other duties may be assigned)

- Manages finances of the organization, including the development and implementation of the annual budget and oversight of all accounting functions, revenues and expenses.
- Directs overall operation of the organization, including reviewing and evaluating the success of market and program activities and allocating resources for maximum effectiveness.
- Provides information and counsel to the Board and Committees in the creation of policies, programs, and strategic direction of the organization, and documents all activities pertaining to programs, markets, and events for Board meetings
- Oversees the hiring, training, workflow, retention, performance appraisals, and professional development of staff.
- Assumes leadership of staff in the development and implementation of strategic plans for operations, educational programs, fundraising, and communications.
- Conducts regular staff meetings and oversees the administration of payroll and employee benefit programs.

- Holds the organization's vision, communicates the vision to stakeholders, and leads the team in the implementation of the vision.
- Drives all aspects of fundraising and philanthropic development activities.
- Acts as principal spokesperson, negotiator, liaison, and advocate with other organizations, outside vendors, partners, and government agencies.
- Directs all activities associated with the Board of Directors meetings, including staffing support, meeting schedules and materials, locations, and development of agenda.
- Negotiates contracts, real estate opportunities, and leases, and supervises construction as necessary.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree and experience in a relevant field; master's degree preferred
- Minimum of five years executive experience, preferably in a nonprofit organization
- Knowledge of and commitment to building sustainable food systems
- Demonstrated leadership in the development and implementation of a strategic plan
- Demonstrated ability to secure grants, steward individual donors, drive fundraising activities, and engage a Board of Directors in fundraising efforts
- Demonstrated experience in financial planning/reporting and budgetary oversight
- Excellent interpersonal and communication skills
- Effective at fostering collaboration
- High level of personal and ethical standards
- Computer proficiency, including QuickBooks and Microsoft Office

## **COMPENSATION**

- This is a full-time, exempt position. The compensation package includes a competitive salary, workers compensation coverage, earned sick leave, and paid vacation and holidays. Medical, vision, and dental care benefits are provided after a three-month probationary period. This position requires regular Saturday and periodic evening work.

## **TO APPLY**

- Please send a cover letter and résumé to CUESA ED Search Committee at **edsearch@cuesa.org**. The cover letter ideally will be a statement about how your experience can help CUESA achieve their goals and what your vision is for CUESA over the next 5 to 10 years.
- Resumes will be accepted until position is filled.
- Email submissions only; no mailed applications or phone calls please.