



300 E. 39th Street, Ste. 4B  
KC, MO 64111  
[www.cultivatekc.org](http://www.cultivatekc.org)

## Job Opening

October, 2020

## Executive Director

Cultivate KC is looking for a passionate and skilled person to lead our organization! Our organization is dynamic, entrepreneurial, and community-based in its mission and its approach. We are passionate about creating a just and sustainable food system hand-in-hand with our community, offering programming that supports the establishment and operation of local food businesses, increases local food access for limited-resource people, and a community that is engaged with and supportive of healthy, local food.

### Responsibilities

The Executive Director is responsible for the professional leadership and management of Cultivate KC. S/he will direct the development of Cultivate KC as a catalyst for the production and consumption of locally grown food in the metropolitan area, working with the board, volunteers and staff. The Director provides overall leadership for strategy, organizational development, implementation, financial oversight and fundraising.

A successful Executive Director...

- Is powerfully committed to our mission and how we implement it;
- Has a deep understanding of food systems and an abiding commitment to systems-based work;
- Loves making connections and mobilizing engagement that results in financial support, volunteer leadership, innovative partnerships, and food system advances;
- Juggles priorities with joy, pragmatism, and a sense of humor; and
- Finds solutions to challenges, identifies opportunities, knows how to evaluate and organize them, and lays down clear pathways to achieve impact and community benefit.

Specifically, the Executive Director will be responsible for:

- **Strategic Planning:** Ensure that the organization engages in regular program evaluation, planning, and organizational development and that the plan is implemented within budget parameters.
- **Board of Directors:** Support the board in fulfilling its responsibilities; provide staff support for key board/ community member committees.
- **Fundraising:** Work with the Director of Development to ensure that the organization has the resources to effectively fulfill its mission and grow its impact.
- **Program Development and Implementation:** Oversee the development and implementation of the organization's programs.
- **Community Relations:** Represent the organization to the public and to stakeholders and provide leadership to the local food and agriculture movement through writing, presentations, and engagement with relevant community initiations and activities.

- Leadership Development: Lead and support directors and managers in the execution of their assigned responsibilities; provide mentorship, development and empowerment of direct reports.
- Fiscal Management: Ensure that the organization is fiscally sound; work with the Director of Finance & Administration to ensure that funds are used effectively and within budget parameters.

Supervises: Development Director, Director of Finance & Administration, and program managers.

Pay & Benefits: This is a full-time salaried position that pays in the mid-to-upper 60s, plus a health insurance stipend. We offer a generous vacation/PTO package, flexibility in working at the office/ working from home, and an environment that is family-supportive.

Culture: We like helping people grow- literally and metaphorically!- We are committed to diversity and equity and work to create an environment where we can develop and learn together. We welcome your application and the many ways that you may bring unique perspectives, understandings, and experiences to our mission.

### **To Apply**

Please send 1) a cover letter indicating why you are interested in working with Cultivate KC and how you are aligned with our mission, 2) your resume, 3) and two-three writing samples such as grant proposals you have authored, articles or opinion pieces, planning or vision documents or similar.

Send your application packet to Shannon Berry, Board Chair,  
jobs@cultivatekc.org

### **Timeline**

We will set up initial zoom interviews in early October, so please submit as soon as possible! The target start-date for the position is January 4, 2021 (there may be flexibility to start sooner).