



## Job Announcement Executive Director

DATE: August 11, 2017

### OVERVIEW

Does contributing to building healthy families and a healthy environment sound like a compelling personal mission of yours? What about hands on experiences for children and adults outdoors in the gardens and inside our teaching kitchen? Would you like to work on a beautiful 7-acre historic property, surrounded by organic gardens, in a small neighborly community of San Diego County? If leading a vibrant organization that is successfully changing behavior related to food and health sounds impactful to you please read on!

The Board of Directors of Olivewood Gardens (OWG) seeks an Executive Director to lead the organization into its next level of growth. Serving as the public face and chief representative of OWG to the community, the Executive Director is responsible for organizational fundraising, achieving fiscal sustainability, and ensuring the administration of impactful programs that serve the community where it operates.

### About Olivewood Gardens & Learning Center

The mission of Olivewood Gardens and Learning Center is to empower students and families from diverse backgrounds to be healthy and active citizens through organic gardening, environmental stewardship and nutrition education.

Once the home of the Walton family, the organic gardens on the property have been cultivated for over 20 years, providing organic produce for the community. Now the site of our nutrition and garden education center, the unique 7-acre property is located in National City, where the rates of childhood obesity and Type 2 Diabetes are higher than the County average. In our first 7 years, Olivewood received over 55,000 visits from children and family members from throughout San Diego County who are learning about food, health, and the natural environment.

OWG is an equal employment opportunity employer.



## Areas of Responsibility

### Fundraising & Communications: 45%

- Responsible for developing and managing the annual fundraising plan including major gifts campaign and expansion of donor base
- Serve as the lead for the Fundraising Committee
- Lead donor cultivation efforts with the goal of sustaining and growing OWG's operations and programs
- Write and submit grant opportunities and continuously seek new foundation opportunities
- Provide leadership and guidance for two large special events annually
- Oversee all marketing, communication and public relations activities and materials

### Operational Management: 20%

- Lead, train and manage all OWG staff, interns and volunteers including onboarding, setting annual performance goals, conducting annual reviews, as well as recruiting and hiring staff
- Work with Gardens and Facilities Manager to ensure property is well maintained
- Develop Property Maintenance budget and provide annual reports of work plans and work accomplished related to the property
- Review and renew all insurance policies each year
- Oversee finances and ensure compliance with legal and contractual responsibilities
- Review and present monthly financial statements including coding of A/P and gifts
- Work with the Accounting Consultant to prepare year-end financials for audit including general ledger review, identification of released funds, and review of AR
- Work with Auditors to ensure audited financials portray an accurate picture of the financial health of OWG, and ensure timely filing of form 990

### Programmatic Strategy: 20%

- Oversee all of OWG's programs
- Pursue new collaborative partnerships with other organizations who help to maximize the impact of OWG
- Work with staff to refine program evaluation tools and ensure all programs have adequate measures of impact in place
- Lead the team in the preparation of the Annual Report of Program Impact

### Board Relations: 10%

- Work with the Executive Committee to develop board policies



- Provide timely and accurate reports to the Board
- Identify and cultivate board member prospects
- Serve as liaison to International Community Foundation (ICF) Board and work with ICF CEO on cross-border efforts

### Outreach and Community Leadership: 5%

- Serve as primary representative for OWG with nonprofits, civic group and other public agencies
- Participate in leadership opportunities in the community such as the South County Economic Development Council, the National City Chamber of Commerce Economic Development Committee, the Live Well San Diego Region leadership team and more

### What Success Looks Like in the First Year

- Successful launch of pending programs
- No gaps in service to the community
- Maintain and grow key partnerships
- Strong and engaged Board of Directors
- End the year in solid financial position

### Core Competencies

- Empowering others
- Persuasive communicator
- Building collaborative partnerships
- Culturally competent
- Strategic thinking

### Requirements

- Spanish language proficiency

### Knowledge, Skills and Abilities

- Bachelor's degree and at least five years of increasingly responsible and successful leadership experience, including at least three years in a senior management capacity, with a proven track record of growing a business or program
- Proven success in writing grants
- Demonstrated ability in building effective fundraising capacity within an organization
- Demonstrated passion for healthy living, environmental and nutrition education
- Ability to work and multi-task in a fast-paced environment
- Proven project management skills



- Experience in working with and leading board members, committees, volunteers
- Knowledge and experience of working in the San Diego philanthropic community

**Additional Information:** This position is full-time exempt, with a salary range of \$70-\$80,000 (commensurate with experience). OWG offers an excellent benefits package including: medical/dental plans, employer paid Life Insurance, paid time off, including holidays, a flexible work schedule, cell phone allowance and employer contribution to 403b with no match required.

### TO APPLY

Submit the following in a single email, in one attachment to: [executivesearch@olivewoodgardens.org](mailto:executivesearch@olivewoodgardens.org). In the 'Subject line' write "Executive Director Search", followed by your last name.

- Resume
- Cover letter
- Salary History
- References

No phone calls accepted.