

Job Description
The School Garden Project of Lane County
Job title: Executive Director



The School Garden Project of Lane County is a 501(c)3 nonprofit formed in 2001 to help establish school gardens and to provide resources, professional consultation, and educational programs in local schools. Our mission is to help schools create and sustain gardens where hands-on learning connects students with their environment and local food system.

Position description: The School Garden Project seeks an energetic and inspired candidate with a strong background in non-profit administration and environmental education, whose personal values are in line with SGP's mission.

This is a position for a highly motivated leader with outstanding fundraising and communication skills. The duties of the position are demanding and varied, and the ability to manage multiple projects to completion is critical. Big-picture thinking and attention to detail are equally important, as are qualities of diplomacy and professionalism.

Primary responsibilities of the position are:

- Facilitate SGP funds development initiatives, including grants, direct solicitations and special events
- Oversee finances and ensure compliance with legal and contractual responsibilities
- Support and supervise staff members to ensure program goals and objectives are met
- Serve as the primary liaison with the Board of Directors
- Interact with SGP member schools
- Collaborate effectively with project partners and pursue new collaborative partnerships
- Conduct outreach and represent the organization at community events, meetings and to the media

Desired qualifications

- 5 years combined experience in non-profit administration and environmental/agricultural education
- Bachelor's degree
- Experience working within a public school system
- Basic financial management experience
- History of funds development success
- Excellent verbal and written communication skills
- Experience collaborating with multiple project partners, e.g. nonprofits, municipal agencies, school districts
- Willing to use personal vehicle and work occasional evenings and weekends.

Familiarity with school garden programs, organic vegetable gardening and composting strategies, local school district climate and culture, and environmental education 'best practices' are a plus, as are connections to the local food and nonprofit community.

Compensation

This is a 30-40 hour per week position with a starting salary range of \$25,920-\$39,520 with some health benefits available.

To apply

Submit a cover letter, resume, three references and answers to the following questions (limited to one page typed).

Applicant questions:

1. What experience do you have with raising funds for a non-profit?
2. What do you see as the role of school vegetable gardens in our educational system?
3. What challenges do you foresee in helping schools create and sustain gardens, and how would you address those challenges?

Send all materials attached in word or PDF format to: sgp.hiring@gmail.com by 5:00 pm, February 29, 2012.