

Executive Director

Gather New Haven, New Haven CT
(www.gathernewhaven.org)



Job Description Summary:

Reporting to the Board of Directors, the Executive Director (ED) has total administrative, strategic, and operational responsibility for Gather New Haven's staff, programs, growth, and mission fulfillment. The ED provides the leadership and direction for the organization's performance over time and has expertise in program operations, community engagement, and donor relations. The ED possesses a deep understanding of the intersectionality of the environment, food, agriculture, and health and will guide the organization in its commitment to diversity, equity, inclusion, justice, and accessibility. S/he will lead and grow Gather New Haven programs, refine operations, positively impact culture, and execute on strategic short and long-term goals. The ED is accountable for generating a diverse portfolio of financial, human, and in-kind resources, communications, and external partnerships; and serves as the main spokesperson for the organization.

Employment Details:

Start Date: Available immediately. Open until filled. Applications received by November 30, 2023 will receive priority consideration

Employment Type: Full-time. FLSA Status: Exempt

Salary Range: \$100,000 - \$125,000 annually

Generous benefits including farm food share

Essential Job Functions:

Management and Administrative Leadership

- Provide oversight of all Gather New Haven activities; manage day-to-day operations; ensure ongoing organizational and programmatic excellence, rigorous program evaluation, and meticulous oversight of financial and administrative functions, fundraising goals, communications, and systems; recommend timelines and resources needed to achieve strategic goals.
- Ensure that the strategic vision for growth of the organization can be achieved and is aligned with the capacity of the organization. Work with Board and staff to develop, implement, and achieve the vision and mission of Gather New Haven.
- Ensure effective systems to measure organizational progress and regularly evaluate program components, so as to measure performance that can be effectively communicated to Board, funders, and other constituents.
- Design and maintain staffing and organizational structure that best serves organizational goals and objectives.
- Oversee employee recruitment, hiring, compensation, and benefits administration. Conduct new employee orientation.
- Lead, coach, develop, and retain Gather New Haven staff and volunteers. Ensure timely performance evaluations for staff and volunteers.
- Develop and implement annual planning and budget processes. Oversee payroll processing, annual audit, and 990 preparations. Ensure monthly financial statements are prepared for the Board of Directors.
- Attend regular Board meetings; work with Board to ensure their full engagement in policy-making, governance, and resource development while actively engaging allies, partnering organizations, and funders.

Development, Fundraising & Communications

- Expand and diversify revenue-generating activities to support existing program operations while simultaneously building assets to create capacity for the long-term sustainability of Gather New Haven.
- Secure new funds from diverse sources, including individuals, businesses, government, and private foundations.
- Employ diverse fundraising strategies including Board campaigns, donor cultivation, and social media.
- Develop and implement annual fund development plan according to approval of Gather New Haven Board of Directors. Oversee and actively participate in development functions including grant writing and reporting.
- Work with Board, staff, volunteers, and consultants to achieve short and long-term fundraising goals.
- Oversee all aspects of communications—from web presence to external relations with the goal of ensuring a strong brand and clear and consistent messaging regarding Gather New Haven’s mission, programs and fundraising goals.
- Cultivate and steward strategic partnerships and alliances in order foster new opportunities.
- Be an external local/national presence and spokesperson that communicates organizational results in order to reinforce, strengthen and positively represent Gather New Haven’s brand and mission.
- Prepare and present reports to the Board, funders, donors and community stakeholders.

Program Development and Operations

- Oversee and support the development, design, and delivery of program initiatives, assuring that the goals and objectives are aligned with Gather New Haven’s overall strategic plan and assuring alignment between day to day operations, budgeting, and the strategic plan to ensure performance and achievement of strategic program goals.
- Oversee and support the administrative components of all program services, including contract negotiations, grant reporting, staff hiring, volunteer recruitment, and program delivery.
- Provide for quality assurance monitoring of all Gather New Haven programs, correcting any deficiencies in program services.
- Oversee risk management and legal activities: letters of agreement, contracts, leases, and other legal documents and agreements.
- Provide guidance and leadership through management of the Gather New Haven performance metrics and measurement reporting process with grantors and external agencies.

Community Engagement & Advocacy

- As Gather New Haven’s primary spokesperson, shape and expand awareness of Gather New Haven’s vision and mission through public presentations, participation and membership in community forums, civic organizations, and activities that are aligned with Gather New Haven’s mission and vision.
- Develop and execute a strategic marketing plan that provides a clear and concise message telling the organization's story.
- Foster strong and trusting relationships with partner organizations.
- Represent Gather New Haven in all media relations by participating in interviews, developing press releases, and all other media type engagements.
- Develop and oversee programming that promotes community development within New Haven’s diverse neighborhoods.
- Organize events for the public including but not limited to volunteer appreciation and forums for funders.

Minimum Qualifications

- 5-8 years of demonstrated experience (or its equivalent) in a non-profit organization managing its financial sustainability, supervising and developing multiple personnel, overseeing marketing and communications, managing programs, and working with diverse partners in the for profit, non-profit, and governmental sector.
- Passion for and commitment to the mission, values, and aspirations of Gather New Haven.
- Fundraising record that demonstrates ability to meet increasing goals and demonstrated experience securing funds from foundations, corporations, government sources, and individuals.
- Experience working with or on a non-profit Board of Directors.
- Proven oral and written communication skills and ability to adjust presentation styles for different audiences and environments; outstanding communication and interpersonal skills.
- Proven ability to organize, represent, and engage a diverse set of stakeholders including organizations and individuals in a way that builds community and consensus.

Preferred Qualifications

Spanish proficiency

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, use arms/hands/fingers, talk, hear, and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally performed in an office setting with moderate noise levels. Evening and/or weekend work is frequently required. There is frequent interaction with the donors, the general public, program participants and employees. Tight time constraints and multiple demands from several people are common.

Travel may be required to fundraising events, trainings, meetings, conferences, presentation, and other events.

To Apply for This Position

This position is available immediately. Interested candidates should visit gathernewhaven.org to for instructions to apply being sure to indicate the number of years of nonprofit executive leadership (or its equivalent) in both your cover letter and resume. Complete applications received by November 30, 2023 will receive priority consideration.

About Gather New Haven. Gather New Haven is a non-profit, 501(c)3 organization located in New Haven, CT, committed to social and environmental justice. Gather New Haven promotes health, equity and justice for people and the environment by cultivating connections and access to our lands and waters and by inspiring us to care for our wellbeing, our shared community, and our environment.

<https://gathernewhaven.org/>

Benefits. Benefits include sick days, vacation, and holidays (federally recognized holidays as well as three floating holidays for non-federally recognized days of observance). Gather New Haven helps employees pay for medical expenses or health insurance premiums up to \$5,550 through a Qualified Small Employer Health Reimbursement Arrangement (QSEHRA) and workers compensation insurance is also provided. Staff are entitled to a share of farm-grown produce during the farming season.

Employment Disclosures and Legal Statements. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate. This position involves remote work and socially distanced in-person work related activities under strict adherence to public health practices to minimize the likelihood of contracting the novel coronavirus (2019-nCoV)/COVID-19.

Gather New Haven is an Equal Opportunity Employer. We recruit, hire, upgrade, train, and promote for all positions and job classifications without regard to race, color, religion, creed, gender, national origin, age, physical or mental disability, marital, veteran or disabled veteran status, sexual orientation, or any other status as a member of any other legally protected group or activity.

Candidate is expected to support and promote the organization's position on racial equity, environmental justice, and food justice issues which can include messaging and actions that are in opposition to discriminatory practices that produce inequities associated with the organization's mission.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Gather New Haven strictly maintains a drug free workplace and complies with ADA regulations as applicable.