



## **Job Announcement ~ Program Director ~ June 2020**

The mission of Community Soil Foundation is to cultivate the wellness of Sonoma County communities by offering land-based education, creating access to organic produce, and regenerating habitat and natural resources. CSF teaches concepts of environmental stewardship and personal health to youth and adults through gardening, restoration projects and volunteer-driven fieldwork. We also provide a vibrant outdoor gathering-space, Larkfield Community Garden & Learning Center, for the public to grow food and connect with each other. Since 2015, we have served Mark West Union School District through garden-based education by delivering weekly lessons to nearly 400 students. CSF cultivates approximately 3,000 annual pounds of organic produce, has offered affordable sales of fresh food at a farm stand, and donates a portion of the yield to local food banks and low-income families.

The Program Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include staff supervision, fundraising, marketing, and community outreach. The Program Director reports to the Advisory Council and fiscal sponsor, Extended Child Care, and collaborates with all staff and partners. This position is part-time at 20 hours per week with a flexible schedule and occasional weekend duties. Wage at \$22 per hour with paid holidays, sick leave, and opportunities for growth. Anticipated start date in July with consultation from current leadership.

### **Qualifications:**

The PD will be thoroughly committed to CSF's mission. All candidates should have proven organizational leadership and program management experience. Specific requirements include:

1. Knowledge of and/or skills in the following: regenerative agriculture, ecological stewardship, environmental science, health and nutrition, food systems, outdoor education, resource conservation, urban schools, and social justice.
2. Track record of effectively leading an outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
3. Commitment to quality programs and data-driven program evaluation
4. Excellence in organizational management with the ability to coach staff and manage high-performance teams, set and achieve strategic objectives, and oversee a budget
5. Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders
6. Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
7. Social media, computer and project management skills.
8. Ability to work effectively in collaboration with diverse groups of people
9. Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
10. Ability to work independently, be flexible, strive for excellence, and think creatively.

## **Job Responsibilities:**

### *Management & Strategy*

- Ensure outcomes-based program management through effective data tracking, rigorous evaluation, and internal/external reporting of results
- Manage all CSF accounts, planning tools, and logistical systems
- Hire, supervise, develop, and retain all CSF staff
- Develop and facilitate monthly staff meetings for transparent decision-making
- Oversee the development and refinement of CSF curriculum, learning centers, and educational content
- Oversee the delivery of educational events, including monthly volunteer work days, ecological restoration projects, and public workshops
- Regularly collaborate with partners, such as Sonoma County Regional Parks and Mark West Union School District, to maintain relevant and timely programming
- Communicate with and convene the CSF Advisory Council to enhance impact, financial health, and strategic direction of the organization

### *Fundraising & Accounting*

- Develop annual operating budget to support existing personnel, maintenance, and operations
- Monitor all income and expenses and review quarterly financial reports
- Review and approve time-keeping of all CSF staff for payroll
- Manage existing grant contracts and submit annual reports to funders
- Oversee planning and delivery of annual fundraising event
- Deliver all donor recognition protocol
- Pursue new funding and revenue generation opportunities, including grants, partnerships, private contributions, campaigns, specialty markets, and fee-for-service activities

### *Outreach & Communications*

- Recruit and engage a robust base of volunteers and local champions
- Serve as an occasional garden ambassador to students and visitors
- Cultivate relationships with political and community leaders through meetings and event attendance
- Regularly update website and social media channels for external presence
- Maintain contact database with existing and new participants
- Issue quarterly e-newsletter and other mass email communications
- Build relationships to pursue new opportunities in outdoor education, ecological stewardship, and community health at the Larkfield site and as a model for regional replication

Qualified and interested applicants - send resume and cover letter to co-founder Paolo Tantarelli [paolo@communitysoil.com](mailto:paolo@communitysoil.com). Candidates will be interviewed starting in June. Background check conducted upon hire. Thank you for your interest!