



Executive Director Job Description

Organization:

Rise Up Community Farm (RUCF) is a nonprofit community farm located on an acre of land in Wilmington, NC. Our mission is to plant hope in the community by cultivating land and community, educating, nourishing our neighbors in need, and empowering local youth. RUCF uses sustainable and chemical-free farming practices to produce healthy fruits and vegetables and to ensure that our community has access to fresh produce, while empowering local youth through our Rise Up Youth Internship and ongoing youth programming.

Position Summary:

The Executive Director will be accountable to the Board of Directors and will be responsible for carrying forward the vision and mission of the organization, fundraising, and strategic planning. The Executive Director will also be responsible for developing and managing the farm's programs, further developing curriculum and programming that works toward the vision of RUCF and expanding on current partnerships with other organizations, churches, etc.

Position Responsibilities:

The Executive Director is responsible for shaping the vision and mission of the organization and strategic planning. Those duties include ensuring programming is aligned with RUCF's vision and mission, oversight of and working alongside the Farm Manager, any additional staff, and volunteers, and continuing to develop valuable partnerships with community organizations, churches, etc.

The Executive Director is responsible for fundraising, grant writing, fundraising events, and developing and maintaining donor relationships. The Executive Director will also share RUCF's story through social media platforms and newsletters, respond to inquiries about RUCF's work, volunteer opportunities, etc. through the website, and keep the website and RUCF's online presence up to date.

The Executive Director is also responsible for working with RUCF's accountant to ensure payroll and bookkeeping are accurate as well as administrative paperwork and oversight of the organization with the board's supervision.

The Executive Director oversees, collaborates, and works closely with:

- The Farm Manager to develop plans that ensure optimal production of produce that meet the demands of partners and CSA subscribers, and to integrate the work of the farm with the needs of our community members.
- Lead volunteers to determine farming needs and instruct volunteers in best practices and methods.



- Additional staff and volunteers to help lead community members and youth in farm work and overlapping programming.

Minimum Requirements: Knowledge, Skills & Abilities

1. Farming or gardening experience
2. Must be able to work in various weather conditions & ability to be on feet most of day
3. High integrity, accountable
4. Teachable/willing to learn/adaptable
5. Hard working; motivated & takes initiative
6. Strategic, creative, problem solver
7. Open to new ideas; Works well on their own but also with a team
8. Focused, detail oriented & manages time well on their own
9. Welcoming to all at farm; excellent communication and interpersonal skills
10. Driver's License
11. Fundraising or grant writing experience preferred
12. Management experience preferred

Preferred Requirements:

A degree or certification in a related field

Interested applicants may send their resume and cover letter to maricarl@riseupcommunityfarm.org