



Executive Director Job Posting

Posted: 02-03-2025

Priority Application deadline is Mar 2, 2025, but applications will be reviewed on a rolling basis and the position will be open until filled, so the earlier the better. If this is still posted to our website, you can assume the position is still open.

Announcement

Farmer Foodshare (FF) seeks candidates for the position of **Executive Director**.

Farmer Foodshare is a Triangle-based food hub whose mission is to increase access to fresh, local food for all and to support the viability of marginalized NC farmers to create an equitable food system.

Come join our team of highly motivated and caring professionals at Farmer Foodshare, where we envision a vibrant food culture rooted in resilient food ecosystems through which our communities are food secure, all are nourished by locally sourced food, and local farms thrive.

Compensation and Benefits

The position is an **exempt, year-round, "at will"** position.

The **base salary range for this position is \$90,000 - \$100,000/yr., commensurate with experience.**

We provide **excellent benefits** to all our full-time employees, including 100% employer-paid health insurance, generous vacation and paid time off, and employer match for IRA contributions.

This position is primarily in-person at our Durham office, but 1 day per week remote work is allowed (Fridays).

About Farmer Foodshare

We are a Durham, NC-based nonprofit that is reshaping the food system by connecting local growers to local eaters of ALL income levels here in the Triangle. Our Food Hub Program creates markets for North Carolina farmers by buying their products, then selling to local businesses and institutions, while also delivering fresh, healthy food to food insecure folks in our community at no cost.

We are an organization that works hard each day to fulfill our mission – but we also do our best to value and respect all team members. We provide generous benefits for all employees including fully paid health insurance and paid time off.

Our 14 year-old organization has an annual budget of \$3M+, a staff of 13 and an engaged, all-volunteer, working/governance board of 15. We have had a period of rapid growth in the past three years and are looking to expand to a larger facility in the near future. Our funding streams are diverse, ranging from an earned income stream via our food hub sales portfolio to governmental and foundation grants to a healthy, growing annual fund of individual donors. Our community partnerships and networks of support are longstanding and healthy.

Position Summary & Candidate Alignment

Farmer Foodshare's Executive Director is a full-time, exempt position and serves as a vital member of the organization's leadership team. This role acts as the primary liaison between the board of directors and the staff, supporting the board in its stewardship of the organization's mission, strategy, and overall health. Simultaneously, the Executive Director oversees and supports staff in the effective implementation of operations and programs that advance those goals. As the external face of the organization, they represent Farmer Foodshare to the public and key stakeholders, building relationships and championing the organization's mission.

The ideal candidate for Farmer Foodshare's Executive Director is an experienced and visionary leader with a deep passion for creating equitable food systems and supporting local farmers. They are a strategic thinker with a proven ability to guide organizations through growth and change, balancing big-picture vision with day-to-day operational excellence. This individual understands the unique dynamics of nonprofit organizations, including resource development, community partnerships, and advocacy. They thrive in a collaborative environment and are skilled at fostering relationships with diverse stakeholders, including funders, farmers, community organizations, and elected officials.

This leader has a demonstrated commitment to advancing diversity, equity, and inclusion, both personally and professionally, and is driven to address systemic inequities in agriculture and food access. They are an empathetic and empowering team leader, adept at inspiring, mentoring, and supporting staff while maintaining accountability and high performance. The ideal candidate is comfortable working at the intersection of urban and rural communities and

brings experience working in or with communities similar to those served by Farmer Foodshare in the Triangle area of North Carolina.

Strong technological fluency, exceptional communication skills, and a track record of successful project and time management round out the candidate's profile. Above all, they share Farmer Foodshare's commitment to bridging the gap between local growers and eaters of all income levels, ensuring a thriving, sustainable local food system for generations to come.

The Executive Director role also requires reliable transportation, the ability to work in person and at a desk for extended periods, operate standard office equipment, use a computer for extended periods, and occasionally lift up to 15 pounds. Some local travel and participation in board meetings and community events is also required, which sometimes occur on nights or weekends; however, travel expenses are reimbursed, and flex time is available to offset these events.

Qualifications & Skills

- A minimum of 3 years of professional management experience at a senior leadership level (Director level or above).
- A minimum of 2 years of experience reporting to a board directly, staffing a board-led committee, or serving on a board.
- At least 3 years of experience working with or for nonprofit organizations.
- At least 3 years of experience directly supervising, evaluating, and supporting staff members.
- Personal or professional experience in food systems, preferably in agriculture or food access. This may include substantial work experience or significant lived experience.
- A solid understanding of nonprofit finances and fundraising, including the ways that development funding can intersect with overall organizational budgets, and the key uses and importance of restricted vs unrestricted funds.
- Proven experience representing and advocating for an organization to high-level stakeholders, such as funders, donors, investors, and elected officials.
- Familiarity with and experience working in urban communities similar to those we serve in the Triangle area of North Carolina (Durham, Chapel Hill, Raleigh).
- Strong proficiency with in-person and online communication tools, including email, phone, document creation, shared file management systems (e.g., Microsoft 365/Teams or Google Workspace), team calendars, and online meeting platforms like Zoom. Openness to adopting new technology and a high level of comfort with Microsoft Office products (particularly Word and Excel) and Adobe Acrobat.
- A demonstrated commitment to diversity, equity, and inclusion, both in principle and in practice.

- Exceptional time management and project management skills, with the ability to prioritize and adapt to emerging deadlines.
- A bachelor's degree or equivalent experience.
- Reliable transportation and a valid, NC driver's license (or the ability to get one within 60 days of job offer).

We are seeking a candidate with tangible experience in nonprofit organizations and food systems or closely related fields. If your background does not align with these areas, this position may not be the best fit. We encourage you to subscribe to our newsletter for future opportunities if this role does not match your experience.

Attributes

- You are deeply committed to Farmer Foodshare's mission to connect local farmers and community members of all income levels with fresh, local food.
- You are approachable, credible, and excel at building and nurturing relationships with diverse stakeholders, including funders, partners, and community members.
- **You thrive in a dual role**, balancing internal responsibilities like administration and team supervision with external activities like networking, public speaking, and advocacy.
- You are a skilled communicator who can effectively engage and inspire people from all backgrounds, tailoring your approach to different audiences.
- You are highly organized, with a proven ability to set priorities, create actionable plans, and ensure tasks are completed on time.
- You are a confident, empathetic leader who fosters a collaborative work environment while holding yourself and others accountable.
- You are results-oriented, resourceful, and known as someone who consistently delivers on commitments.
- You have a strong understanding of nonprofit operations, including fundraising, financial oversight, and program evaluation.
- You are strategic and mission-driven, capable of seeing the big picture while navigating day-to-day challenges.
- You maintain a positive, solutions-focused attitude and know how to balance ambition with a commitment to self-care and work-life balance.
- You are eager to tackle new challenges and lead Farmer Foodshare through its next phase of growth and impact.

Job Description

Leadership and Strategy

- Serve as the primary advocate, community builder, spokesperson, and administrator for Farmer Foodshare.
- Collaborate with the board, staff, and stakeholders to develop and execute strategic plans, including the current five-year plan (2024–2028).
- Clearly and compellingly articulate the organization’s vision and mission to internal and external audiences.
- Foster a positive, inclusive workplace culture grounded in justice, equity, and diversity, supporting a productive and professional team.
- Actively engage in the local community to build relationships and partnerships that advance Farmer Foodshare’s mission.
- Identify and pursue opportunities for growth, collaboration, and collective impact.
- Stay informed about trends and innovations in the nonprofit, food systems, and agricultural sectors to keep the organization ahead of emerging challenges and opportunities.

Operations Management

- Maintain the delivery of high-quality programs with robust evaluation and reporting systems. This may include participating in reporting if needed.
- Ensure that Farmer Foodshare has strong relationships with farmers, buyers, and community organizations.
- Promote a culture of teamwork, accountability, and collaboration across the organization.
- Oversee risk management and compliance efforts, ensuring adherence to all legal, regulatory, and contractual requirements.
- Support and develop new and existing program initiatives to expand Farmer Foodshare’s reach and impact.
- Implement and monitor technology solutions that improve operational efficiency and program delivery.

Advancement

- Collaborate with the Development Team in setting strategic priorities for fundraising efforts, including building and nurturing donor relationships, guiding grant writing initiatives, and overseeing the planning and execution of campaigns.

- Cultivate and sustain relationships with local, state, and federal funders, as well as foundations, corporations, and other major funding partners; which may include preparing some applications, proposals or reports to current or potential funders.
- Develop and implement plans with Food Hub Team to diversify funding streams, grow the Food Hub Revenue, and secure significant philanthropic investments.
- Oversee communications strategies to enhance Farmer Foodshare’s external image and visibility.
- Oversee marketing efforts that support the growth and expansion of our Food Hub sales portfolio.
- Represent the organization at conferences, events, and public forums to increase visibility and build networks.
- Guide advocacy efforts, working with internal and external committees and coalitions to enact policy changes and secure funding opportunities that align with Farmer Foodshare’s mission. This includes active involvement with organizations like the NC Food Hub Association and other advocacy networks.
- Engage in public relations and media efforts to position Farmer Foodshare as a thought leader in food systems and agricultural equity.

Financial Management

- Ensure strong internal controls, fiscal responsibility, and transparent financial practices.
- Develop, implement, and manage the annual budget for Board review and approval.
- Oversee daily best practices, monthly financial closeouts and quarterly reports to the board, as well as annual financial tracking and analysis.
- Produce detailed financial reports for regular Board review and decision-making.
- Monitor department-level spending and revenue generation on an ongoing basis to ensure continual financial health for the organization.
- Secure resources and manage organizational expenses to ensure financial health and sustainability.

Board Relations & Support

- Maintain open, regular communication with the Board of Directors, providing the support, counsel, and information necessary for effective governance.
- Support the Board in their roles related to fundraising, strategic planning, program oversight, and visibility efforts.
- Meet monthly with the Board Chair, attend all Board meetings, and assist in the functioning of Board-led committees.
- Aid in the recruitment, onboarding, and professional development of Board members.
- Partner with the Board to assess and refine governance practices and policies.

Human Resources & Staff Development

- Oversee hiring, onboarding, and retention strategies to attract and maintain a talented and diverse staff.
- Directly supervise the leadership team, including but not limited to the Director of Development, Director of Operations, and Director of Administration; and also the Programs Manager.
- Establish professional development opportunities for staff to support growth and skill-building.
- Conduct regular performance evaluations and ensure alignment between staff roles and organizational priorities.
- Foster a healthy work-life balance for staff through clear policies and a supportive culture.

Other Duties as Assigned

- Adapt to new challenges and opportunities as they arise, including learning new skills and staying informed on evolving trends and best practices in the nonprofit and food systems sectors.
- Participate in crisis management and emergency response planning as needed to ensure organizational continuity.

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No phone calls or meeting requests, please. Questions can be directed to: executivedirector@farmerfoodshare.org.

To apply: Please fill out [this short online form](#). There will also be an opportunity to attach a resume (required) and a cover letter (optional).

Farmer Foodshare is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

Farmer Foodshare's commitment to diversity extends to all levels of our organization and is endorsed, implemented, and monitored by our officers, board of directors and staff. Farmer Foodshare prohibits any discrimination in carrying out its mission on the basis of race, color, religion, sex, age, national or ethnic origin, disability, sexual orientation, or marital status. This

includes all programs, projects, events, and any other related activity sponsored by Farmer Foodshare.



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