

Job Description: Executive Director

Crabtree Farms of Chattanooga
Chattanooga, TN
February 2020

Crabtree Farms is a 501(c)3 nonprofit organization founded in 1998 that promotes sustainable agriculture through a variety of programs in the heart of the city; the organization is home to a working farm, provides youth and adult education programs, and offers event/educational rental facilities for public use. In 2019, Crabtree updated its strategic and master plans and is currently working off of the updated plans. Looking forward, the organization will build on past successes with a focus on engaging community in agriculture and food awareness through forging deep community partnerships, volunteerism, U-Pick/Agritourism, markets, plant sales, and education programs. The Executive Director (ED) is responsible for leadership and management of Crabtree Farms of Chattanooga and reports to the Board of Directors.

Desired qualifications and characteristics:

- Experience working in a nonprofit organization, including supervising staff
- Working knowledge of nonprofit fiscal management
- Demonstrated ability in public speaking, written and oral communication, and interpersonal relations
- Fundraising experience
- Ability to adapt to changing situations
- Strong decision-making skills
- Strong leadership and vision
- Ability to satisfactorily handle each responsibility listed below

Responsibilities:

- Strategically lead Crabtree Farms
- Board administration and support
- Oversee program, product, and service delivery
- Oversee financial, risk, and facilities management
- Produce and adhere to organizational budget
- Oversee senior personnel and other HR tasks
- Community and public relations
- Manage organizational partnerships
- Oversee fundraising planning and implementation including annual campaigns and capital campaigns
- Other duties, as needed

To Apply:

Email cover letter and resume to: searchcommittee@crabtreefarms.org

Salary range: \$40,000-\$45,000 plus incentive package

Deadline to apply: April 30, 2020