



Executive Director of The Farm at Prophetstown

Reports to: Board of Directors

Qualifications:

- A bachelor's degree or equal leadership/management experience in one or several of the following- history, agriculture, education, communications, hospitality and tourism, management, or related field
- Five or more years of leadership experience
- Demonstrated familiarity with the non-profit sector either through employment or as a volunteer
- Solid hands-on budget management skills including consulting on budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, training, program development and task facilitation
- Ability to convey a vision of The Farm's strategic future to staff, board, volunteers and donors
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Demonstrated experience in farm animal care and agriculture

Purpose/Vision: Be The Farm's strategic leader in building a strong team of staff, board of directors, volunteers, and members, with focus on trends for the future. To build on the unique experience of educating, demonstrating and creating new opportunities to help in the success of The Farm and accomplishing the mission. Create opportunities that revolve around the 1920s farms as they began to transition from animal to tractor power, and the impacts on the land and in the farm home to make stronger partners and financial success. Partnering with community organizations and drawing on a wide range of resources and expertise that include beekeepers, master gardeners, farm experts, home economics experts, and historical resources, always looking towards future growth.

Role: To continuously evaluate the Farm's business model and operation to successfully implement the Farm's mission while maintaining financial sustainability

Responsibilities: (list not all inclusive):

Big Picture/Future Vision:

- Executes and communicates The Farm's Vision to staff, board, volunteers, members, partnerships, and the community
- Anticipates future development needs in staff, board, volunteers, and members
- Identify and manage the resources/partnerships needed to maintain the Farm as well as develop new programs
- Oversee management of facilities, land and repairs and renovations as needed. Assures staff members are trained in their area of responsibility to make good decisions to oversee day-to-day business insuring the best customer service, animal care and land use for effective and efficient operation and accountability

- Identify potential “stakeholders” and board members that can assist with the vision
- Researching current trends and industry recommendations in agritourism and historic site management and interpretation
- Transparent and high integrity leadership

Financials

- Liaison with current board treasurer and bookkeeper to conduct the audit and set appropriate policies and procedures
- Manage finances, budget, gifts and grants with current board treasurer and bookkeeper in accordance to approved Farm policies and procedures
- Continually update board and treasurer on financial concerns, ensure financial processes are in place, and research possible new funding or funding needs
- Responsible for signing all notes, contracts, agreements, and other instruments made and entered into on behalf of the organization in conjunction with Board President as needed

Human Resources

- Ensure staff training to meet expectations and performance criteria of required job duties and are able to demonstrate for new employee training. Staff training will be documented and performance evaluated annually. An understanding of appropriate protocols and instilling those in the staff.
- Ensure that systems are in place to support adequate supervision of daily operations and job completion.
- Hire, **oversee training** and develop new staff members as needed
- Ensure development and maintenance of employee related procedures and policies.
- Establish and support a staff who feel confident in sharing their ideas and that they are building their skills and abilities
- Review available methods of hiring, payroll, payroll withholding, taxes and insurance to manage the best system for operations

Public Relations/Communications/Outreach

- Outreach to local, state and regional leadership, media and partners to engage them in the mission of The Farm
- Provide oversight of website, social media and promotions (newsletter, brochures, fliers) to communicate and engage membership and possible new members and guests
- Continue to grow membership and membership engagement
- Provide oversight of volunteer growth and management
- Responsible for the enhancement of The Farm’s image by being active and visible in the community and by working closely with other professional, civic and private organizations

Partner/DNR coordination

- Maintain a positive relationship and open communications on the lease and AOP with DNR
- Manage/coordinate various partners that come on board to deliver the new vision

What Does Being Successful Look Like?

- Having a committed staff that is well trained and provides great customer service, education, animal care, and proper land use.
- An engaged board of directors who is kept informed and involved by the Executive Director, and a board of directors who communicates frequently both formally and informally with the Executive Director

- A growing engaged membership, and partners that understand the vision
- Financial stability that allows maintenance of buildings, programming and future growth, and a proven ability to increase The Farm's financial sustainability base for the future
- Established collaborations with the community, state and regional organizations, leaders and a vision to find additional alliances
- Strong leadership and organizational skills, including a professional demeanor and proven skills in setting high standards, inspiring and motivating staff, volunteers, donors, and potential partners
- An understanding of and a strong commitment to The Farm's important role in benefiting the community through its historical educational programming and the business of making memories

Approvals:

I have read and understood this job description.

Employee Signature/Date/Employee Name

Board President Signature/Date/Board President Name

Updated: May 2019