



OPEN POSITION: Executive Director

Full Time | 1.0 FTE (40 hours)

Applications Due: May 5, 2024

Location: Onsite in Klamath Falls, Oregon

Background

Klamath Grown is seeking an Executive Director to lead the organization. We're looking for a leader passionately dedicated to food system work in the Klamath Basin, and who will work to build upon our legacy and current programs alongside our dedicated team of staff, volunteers, and Board of Directors. Klamath Grown brings people together around local food; our Executive Director will embody this community-oriented approach to creating a thriving food web that prioritizes food access, producer support, and local food education.

Organization Overview

Klamath Grown is a recently established non-profit food hub based in Klamath Falls, Oregon. We serve as the region's food hub by connecting local ranchers, farmers and food makers with eaters, educators and community stakeholders throughout the Klamath Basin. We're proud of the incredible diversity of food we cultivate despite our region's many environmental and economic challenges. Together, we're creating the local food web our community wants and deserves. We believe it's possible to get local food to the people who need it, and for farmers to receive a fair market value.

Position Summary

The Executive Director (ED) is responsible for steering the organization and carrying out its mission. The ED is hired by and reports directly to the Board of Directors. While the Board is responsible for setting policy and providing strategic and financial oversight and direction, the ED makes day-to-day operational decisions. The ED has full discretionary authority to implement the policies and directives of the Board, and is responsible to the Board for the organization's consistent achievement of its mission and financial objectives. Finally, the ED provides direct supervision of leadership and administrative team members and works closely with the bookkeeper.

Key Responsibilities

- Understands, practices and supports a culture of diversity, resilience, creativity, and learning in all aspects of the organization.
- Leads Klamath Grown in a multi-year strategy to achieve its mission, implement its programs, and create events to meet our goals.



- Motivates and empowers program staff to successfully implement programs through mentorship, guidance, support and professional development.
- Provides fiscal oversight, planning and management, maintaining sound control of all finances and financial procedures and assigns duties to the bookkeeper.
- Provides quarterly financial and program reports to the board of directors, attends board meetings, supports the recruitment of board members, collaborates with board President to plan board meetings, and serves as liaison between the board and staff.
- Develops organizational budgets as well as operating and program budgets with program coordinators.
- Leads regular fund development activities including grant writing, major donor stewardship, events, and develops annual fundraising plans in partnership with the board.
- Supports Online Market with leadership, integration with organization-wide programs, and financial sustainability of the market itself.
- Builds and maintains relationships and partnerships in the community.
- Leads the organization's ongoing commitment to prioritizing diversity, equity, and inclusion in the community food system we are creating in Klamath County.

Preferred Qualifications

- Significant leadership experience.
- History of working in and building diverse and engaged teams.
- Experience leading financially complex organizations with diverse income streams and a history of successfully raising substantial funds to meet fundraising goals.
- Strategic planning experience, including implementation at the organizational level.
- Business experience in grocery, food distribution, or logistics.
- Experience working in low-resource and/or rural environments.
- Background in community food systems and/or a related field (e.g. agriculture, distribution, etc) strongly preferred.
- Proficient working with Google Drive and data management software.
- Maintains a personal vehicle and valid driver's license as some travel is required within our region and to other parts of the state to participate in food systems related training, conferences and other work-related events. Klamath Grown provides mileage reimbursement at the federal mileage reimbursement rate for company business.



Compensation

The salary range for this full time (1.0 FTE) position is \$65,000 to \$75,000, depending on qualifications and experience. Klamath Grown also provides:

- A 50% employer match for health insurance
- Access to professional development funds
- Automatic annual raises without need to negotiate
- 10 paid holidays
- Paid Time Off by accrual basis (7 hours per month for full time equivalent)
- Sick & personal days
- Friendly, casual work environment
- Talented, knowledgeable and dedicated staff
- Google Voice account
- For finalist candidates not local to Klamath County, Klamath Grown will consider issuing a travel stipend for an in person interview depending on need

Accountability

A 90 day probation period will start the employee's tenure with Klamath Grown, during which time the Board President will meet regularly and work closely with the new Executive Director. Klamath Grown utilizes a 360 degree performance evaluation framework wherein team members are supplied with feedback from one another, their peers, and supervisors. The Board of Directors will review the ED quarterly with formal review on an annual basis.

How To Apply

Email a resume, three professional references and a cover letter expressing the following to Alex Froom (alex@klamathgrown.org):

1. What about this role and organization resonates with you?
2. Why are you drawn to a rural community?
3. Provide examples of your success in raising substantial funds for nonprofit organizations.
4. Indicate whether you are interested in this role in an interim or long-term capacity.

Timeline

Applications Due: May 5, 2024

Interview Period: May 13-31, 2024

Selection Date: June 7, 2024



Klamath Grown is an equal opportunity employer. We believe diversity leads to resilience and creativity. In order to build the kind of food web our county deserves, we need everybody. People who identify as Black, Indigenous, Latinx, Asian, Pacific Islander, or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply. Klamath Grown provides equal opportunity without regard to race, color, sex, age, religion, national origin, handicap, disability, veteran status, sexual orientation, or gender identity.