



Title:	Executive Director
Workload:	1.0 FTE (Considered to be 35 hours/week)
Reports to:	Board of Directors
Supervises:	1 Staff-person (Certification Director managing 10-12 contractors)
Compensation:	\$100,000 to \$120,000 (Depending on Qualifications)
Benefits:	\$500/Month Healthcare Stipend 3% Retirement (Simple IRA)
Work Conditions:	100% Remote (Residence in Portland, Oregon, or the PNW Preferred) 100% Flex-time (Regular Office Hours, Sick Leave, Vacation, etc.) Some Travel and Weekend Events May be Required.
Infrastructure:	Laptop, Cell Phone, and Other Equipment/Services Provided as Needed. Approved Direct Expenses Reimbursed Monthly with Receipts.

ABOUT FOOD ALLIANCE

Mission: *Food Alliance champions farmers, ranchers, and makers creating a more resilient and sustainable food system, with practical, science-based certification standards and a shared goal of continually improving social and environmental outcomes.*

Food Alliance is a non-profit that provides a comprehensive, whole system certification for farmers, ranchers, and the food and beverage industries that addresses safe and fair working conditions, humane treatment of livestock, and environmental stewardship. Farms, ranches, and food/beverage businesses in North America that meet Food Alliance standards, as determined by a third-party site inspection, can use Food Alliance certification to differentiate their products, strengthen their brands, and create transparency for social and environmental responsibility.

POSITION SUMMARY

The Executive Director is responsible for the leadership and management of Food Alliance. In collaboration with the Board and Staff, the Executive Director develops and leads implementation of Food Alliance strategic and annual plans, and is accountable for related organizational and program development goals, and ongoing evaluation of progress.

The Executive Director is responsible for: administering budgets and any contracts for goods/services; delivering accurate financial reports and projections; supervising and supporting staff, including providing necessary training, resources, systems, tools and infrastructure; representing Food Alliance in negotiations with clients, partner organizations, and outside stakeholders; and proactively communicating the value and benefits of Food Alliance certification to support the continued growth and impact of the program.

Finally, the Executive Director must ensure the credibility and integrity of the Food Alliance certification program, that policies set by the Board and procedures established for the organization and the certification program are followed, and that the organization meets all legal requirements, the highest professional standards, and all commitments to clients, partners, donors, and stakeholders.

DESIRED QUALIFICATIONS

The successful candidate will have some combination of:

- **Education:**
 - BA/BS or higher in a field related to agriculture, environmental science, social science, and/or business or non-profit management.
- **Professional Experience with:**
 - Agriculture and the food/beverage industry.
 - Non-profit management and engagement with a board of directors.
 - Organizational development, planning, prioritization, and risk management.
 - Program planning, development, evaluation, and management.
 - Certification standards, audit procedures, and related documentation.
- **Understanding of:**
 - Issues in sustainable agriculture -
 - Safe and Fair Working Conditions
 - Humane Treatment of Livestock
 - Pest Management and Chemical Hazard Reduction
 - Soil and Water Conservation
 - Wildlife Habitat Protection and Restoration
 - Issues in the food industry -
 - Supply Chains and Risk Management
 - Product Differentiation and Values Added Product Development
 - Identity Preservation - Processing, Distribution, and Chain of Custody
 - Value Chain Development and Management
 - Branding and Marketing
- **Skills:**
 - Human resources management, mentoring, and team building.
 - Fiscal management, bookkeeping and accounting procedures.
 - Excellent interpersonal communication, tact, and diplomacy.
 - Excellent writing skills, and ability to adjust for purpose and audience.
 - Marketing, communications, and storytelling.
 - Meeting planning and facilitation.
 - Public speaking, presentation, and media relations.
 - Fundraising and grant management.
 - Practical experience advancing social justice, anti-racism, and principles of diversity, equity, and inclusion.
 - Practical experience advancing sustainability, environmental conservation, and restoration/regeneration.
 - Bilingual English-Spanish desirable.
 - Proficient with Gmail and other Google Apps, Dropbox, Zoom, Salesforce, Microsoft Office, etc.
- **Character:**
 - Self-motivated, with the ability to work independently and fulfill commitments.
 - Detail oriented, with the ability to achieve short, medium and long-term goals.
 - Able to make connections, develop working relationships, and collaborate with people from a wide variety of backgrounds.
 - Proactively pursues information and continuing education opportunities out of real interest in food, agriculture and sustainability.
 - Highest degree of professionalism and integrity.

RESPONSIBILITIES

Board Liaison ~10%

The Executive Director assists the Board Chair and Secretary in recruiting, orienting, updating and engaging an active and effective board of directors. The Executive Director also plays a lead role in organizing, setting agendas for, and facilitating quarterly board calls and an annual in-person planning retreat.

Staff/Program Management and Support ~10%

The Executive Director supervises, supports and advises the Certification Director on implementation of the Food Alliance certification program and questions related to policy, strategy, goal setting, standards development, investment of resources, quality assurance, partnership, dispute resolution and other concerns. This is a collegial relationship in a productive, respectful work environment where honest communication and excellence are valued.

Planning and Evaluation ~10%

The Executive Director provides strategic vision and leadership, working with the Board and staff to ensure Food Alliance has annual and 3- to 5-year strategic plans for organizational and program development. The Executive Director also plays a lead role in evaluating and reporting Food Alliance's progress toward established goals, and making any necessary course corrections.

Organization's Agent ~10%

The Executive Director serves as the organization's agent in ways including, but not limited to:

- *Partnerships and Collaborations*. Negotiates and/or approves the terms of any joint ventures, strategic partnerships, grant sub-contracts, or consulting opportunities.
- *Spokesperson*: Represents Food Alliance to the media, and through public speaking engagements at meetings, trade shows, conferences, etc.
- *Public Face*: Nurtures and strengthens Food Alliance's relationships with a network of stakeholders including influential individuals, organizations, and businesses. Responds to public inquiries about Food Alliance certification and certified businesses.

Budgeting and Fiscal Management ~10%

The Executive Director has broad responsibility for ensuring Food Alliance's financial health and ability to fulfill its mission and build capacity over time. The Executive Director oversees development of annual budgets, and monitors income and expenses throughout the year to ensure Food Alliance meets its financial targets. Specific responsibilities include:

- Ensure compliance with the organization's fiscal policies and procedures.
- Point of contact with the contract bookkeeper facilitating processing of AR/AP, payroll, taxes and benefits, and regular financial reporting.
- Point of contact with the contract accountant completing the annual IRS Form 990 and Oregon CT-12 filings.

Administration >5%

The Executive Director ensures Food Alliance's compliance with all legal requirements and the availability of needed tools, services and infrastructure. This includes annual registrations with the states of Oregon and Washington, and renewals of various contracts for registered agent services, insurance policies, domain names and website hosting, PO boxes, cell service, cloud storage, conferencing, etc.

Marketing and Client Acquisition/Retention ~45%

The Executive Director and the Certification Director have separate, but related, responsibilities in this area. The Certification Director is responsible for guiding businesses interested in Food Alliance certification from the point of inquiry about the application and certification process, through the inspection, to the issue of the certification decision, and labeling and marketing of products. The Executive Director is expected to help keep that pipeline full by proactively communicating the value and benefits of certification to producer and commercial buyer audiences – as well as maintaining communication and positive relationships with current clients to encourage renewal of certification. This includes coordination with a contracted communications consultant. Food Alliance operates primarily in the United States, with some clients in Canada and Mexico.

Direct Support for Fulfillment of Contracts TBD – As Needed

Food Alliance does occasionally take on fee-for-service contracts with mission-aligned organizations and businesses looking for assistance with standard setting, auditing, and market-based change initiatives. The Executive Director will play a role in negotiating or approving such contracts, and may play a role in delivery or final review of any work products.

Fundraising and Grant Management TBD – As Needed

Food Alliance currently operates on a social enterprise basis, with 100% of revenue coming from program related activities (certification fees and consulting contracts). Food Alliance has not applied for grants or solicited individual or corporate donations for a number of years. However, looking forward, the Board and Executive Director may decide that it is strategic to secure outside resources for continued organizational or program development and expansion. The Executive Director would be expected to play a lead role in that effort.

HIRING TIMELINE

- Position Announcement:** July 10, 2024
- Applications Accepted:** Until August 31
- Screening and Interviews:** September-October
- Selection and Job Offer:** By October 31
- Start of Work:** Negotiable - But January 1, 2025 preferred

TO APPLY

Submit a cover letter and resume to careers@foodalliance.org.
All submissions will be acknowledged.
References may be requested after initial review.