



City Sprouts Inc

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CITY SPROUTS OPEN POSITION

EXECUTIVE DIRECTOR

Job Type: Full time, Exempt

Are you an organized and collaborative people person who's seeking an opportunity to positively impact the Omaha community? City Sprouts is rapidly growing, and we're looking for an experienced and adaptable Executive Director who will champion our mission and lead the organization into its next chapter.

ABOUT CITY SPROUTS

City Sprouts is an Omaha-based, 501(c)(3) nonprofit organization whose mission is to cultivate healthy communities and sustainable, equitable food systems through gardening, education, and youth employment. We work with Omaha-area residents, volunteers, and interns to grow vegetables, flowers, and herbs using environmentally responsible and sustainable gardening techniques in our community gardens and urban farm. We have several educational programs that teach all age groups from toddlers to adults. We provide a comfortable setting where people of diverse ages and backgrounds can learn and grow together. We work with the community to build local food systems, improve community health, empower neighborhoods, and strengthen economic viability and sustainability.

POSITION OVERVIEW

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for City Sprouts' staff, programs, expansion, fundraising, and execution of its mission.

PRIMARY RESPONSIBILITIES

Operations & Administration

- Carry out the mission and vision of City Sprouts by designing, developing, and delegating multi-year, strategic plans for the organization
- Manage the day-to-day operations of the organization
- Support all administrative activities associated with the Board of Directors
- Develop a strong culture of communication, collaboration, and order by being a liaison between the staff and Board
- Conduct personnel selection, manage staff performance and accountability, and support staff in their professional development
- Ensure staff has appropriate resources to accomplish program goals
- Maintain official records and documents in compliance with current laws and best practices

Development & Finance

- Lead the development, implementation, and evaluation of multi-year fundraising plans and strategies
- Involve the Board and staff in the execution of fundraising strategies
- Prospect and write grants that further the organization's mission and goals

Development & Finance (Continued)

- Ensure full compliance with awarded grant contracts
- Foster authentic relationships with donors and stakeholders
- Develop strong partnerships between City Sprouts and the Omaha community
- Achieve City Sprouts' annual revenue goals through fundraising and grant writing
- Manage financial performance and accountability
- Collaborate with the staff, treasurer, accountant, and Board in preparing annual and special budgets, ensuring that the organization operates within those established budget guidelines

MINIMUM QUALIFICATIONS

- Bachelor's Degree (Nonprofit Management, Public Administration, Business, or related field) OR equivalent professional experience (minimum of five years administrative experience with at least two years in a supervisory role)
- Demonstrated ability to supervise and lead a team
- Demonstrated ability to communicate with a diverse range of stakeholders, such as volunteers, staff, community leaders, and organizational partners
- Demonstrated success as a grant writer and fundraiser
- Excellent written and verbal communication skills
- Proficient computer skills
- Ability to meet the physical demands of the job (prolonged sitting at a desk, working outside in various weather conditions, bending, and lifting)
- Ability to work a varied schedule to include days, and some nights and weekends

PREFERRED QUALIFICATIONS

- Five years or more experience in nonprofit fundraising, sales, membership management, or marketing
- Demonstrated success soliciting major donations (\$25K+) from individual and business contributors
- Working knowledge of the donor community in the greater Omaha metropolitan area
- Exceptional leadership ability and a sincere commitment to the goals and values of the organization
- Experience using Google Office Suite and donor management systems

ADDITIONAL DESIRED QUALITIES

- Have a passion for gardening, local food systems, the sustainable food movement, environmentalism, or related topics
- Dedicated to community development and engagement
- Be a captivating storyteller and communicator to groups from all walks of life
- Ability to lead and mentor others across individual and team-based professional development

COMPENSATION & BENEFITS

Salary and benefits are determined by the Board of Directors and are based on relevant knowledge and experience of the candidate.

HOW TO APPLY

Send your resume and cover letter to citysproutsboard@gmail.com by Monday, November 23rd.