



JOB ANNOUNCEMENT

Executive Director

The Los Angeles Community Garden Council (LACGC) is seeking a seasoned and ambitious professional to lead our organization as Executive Director.

ORGANIZATIONAL SUMMARY

The LACGC's mission is to strengthen communities by providing all Los Angeles County residents with access to community gardens and garden resources. Our vision is a world of strong, symbiotic, and climate resilient communities, where people of every age and background have the same opportunities to enjoy green space, build relationships with the Earth, and access economic growth opportunities and resources through community gardens. We imagine a world where gardens serve as hubs for holistic community development, demonstrating a culture rooted in ecological awareness, social justice, sustainable development, and active, empowered, and healthy lifestyles.

LACGC lives and fulfills our Mission and Vision through our Values, including the following principles:

- Gardens are integral to the wellbeing of people, and to healthy, thriving regenerative communities.
- LACGC fosters equitable access to gardens, and investment in urban agriculture as a means for pursuing economic justice.
- LACGC builds intergenerational relationships for climate sustainability and resilience.
- We honor the land, the earth's wisdom and the people who have been here before us.
- Gardens have a healing power for self, neighborhood, and the County of LA.

Summary of LACGC's Successes and Achievements

- Celebrating 25 years of growing the LACGC network of 47 gardens and helping Angelenos from all walks of life build community, create beauty, and grow food

- LACGC gardens cover more than a dozen acres in LA County. Gardens served people of all ages, cultures, economic classes. Communities are predominantly African American, Latinx, and Asian.
- Built relationships with cities, government agencies, and non-profit organizations across LA County
- Developed an advocacy voice for community gardens especially low-income gardeners.
- Built an engaged and committed Board, network of volunteers and interns that have sustained and grown the organization.
- During the pandemic, LACGC grew hundreds of pounds of food for neighbors.
- LACGC fostered growth of community gardens and strengthened garden leadership teams of urban gardeners.
- LACGC built its organization infrastructure (governance model) to become the 'go to' organization to build gardens or improve a garden model.

KEY AREAS OF RESPONSIBILITY

The Executive Director is an inspiring senior leader with experience leading community projects, teams and partners with diverse backgrounds and skill sets, and a strong capacity to implement systems that support streamlined operations and demonstrable impact. The Executive Director has experience in effective resource development and fundraising, and maintains active connections in philanthropy. Partnering with an active Board of Directors and long-term contractors, partners and volunteers, the Executive Director is currently the only full-time staff member, and will be expected to build their team over time.

Fund Development & Fiscal Oversight (30%)

- Maximize the long-term financial health of the organization by driving robust budgeting and forecasting, fiduciary oversight, strategies for cultivating financial sustainability and organizational health, and grant management and reporting in partnership with Board, staff and contractors
- Ensure fiscal controls and monitoring in accordance with Board established protocols, including monthly financial analysis
- Grow sustainable funding sources for core operating expenses, staff and programs
- Catalyze funding stream diversification
 - Build relationships with new local, regional, and national foundations, and strengthening current relationships with foundations to administer deeper financial support and multi-year funded initiatives

- Grow individual and high net wealth donor networks (i.e. donor advised funds, donor drives & individual campaigns, etc)
 - Explore corporate giving strategies (i.e. corporate foundations, matching gifts, corporate social responsibility initiatives)
- Develop strategies for income generation (i.e consulting, fee for service models etc)

Strategic Organizational Development (20%)

- Execute the organization's strategic goals to deliver high-impact education, advocacy, leadership development to garden members, and garden development and services for LACGC's network of community gardens and the broader public
- Navigate the strategic sequencing required to implement the Strategic Plan, identify and resource priority initiatives and develop an organizational structure and team that can effectively carry out the vision of the Strategic Plan
- Develop systems of program and impact evaluation: delineate program objectives in measurable terms, identify key indicators of success, outline data collection and analysis activities, and connect program objectives to the mission and growth strategy of the organization.
- Provide leadership to local, statewide or national leadership in support of organization's strategy
- Maintain current and develop new strategic partnerships across sectors that advance the organization's strategic goals, including but not limited to government, community based organizations, workforce development agencies, non-profit developers, and private industry
- Ensure that the organization's values are effectively woven into LACGC's work, partnerships, and organizations culture

Program Oversight and Administration (30%)

- Report regularly to, and work with, the Board to implement, monitor, and evaluate the implementation of the LACGC organizing model in a network of existing and new community gardens throughout LA County
- Provide direction and oversight to program contractors of current LACGC projects
- Manage relationships with community partners
- Communicate with supporters, community partners, media, policy makers, and the public about our community gardens and programs

- Assist in operations of partner gardens in areas including governance, membership agreements, elections, and conflict resolution
- Negotiate contracts and manage relationships with public and private owners of garden land, including municipalities, utilities and nonprofits

Team Leadership & Culture Cultivation (10%)

- Develop a long-term staffing plan as aligned to the Strategic Plan and establish human resource management infrastructure as necessary in regards to: hiring, training and development, supervision and evaluation, and ongoing communication.
- Cultivate and steward an organizational culture of respect, trust, and transparency
- Support the Board of Directors, staff and partners in executing the strategic objectives of the organization, and building systems of accountability
- Set and communicate clear and viable professional development goals for staff members

Board Relations and Governance (10%)

- In partnership with the Board Chair or delegate, prepare and present at monthly Board meetings and communicate effectively with the Board to provide, in a timely and accurate manner, all information necessary for the Board to function properly, make informed decisions, and provide legal & fiduciary oversight
- Provide the Board with a proposed annual budget and monthly financial statements, which accurately reflect the financial position of the organization
- Ensure Board members are fulfilling Board commitments on an annual basis

QUALIFICATIONS

- Passion and energy for implementing community gardens, parks, and open space
- Minimum of 7 years non-profit or related management experience; including 5 years leading initiatives or programs; experience leading small and/or mid-sized organizations preferred
- Experience in resource development and fundraising; strong networks in philanthropy; demonstrated success in non-profit fundraising
- Experience with local, state, and federal agencies -- managing grants & executing contracts, fostering relationships with relevant agencies (public health departments, economic development agency, urban planning, etc)

- Action oriented; pragmatic visionary with capacity to develop strategic goals and clear and actionable plan to execute those goals
- Experience managing teams of diverse professionals and familiarity with best practices in personnel management and organizational culture
- Past experience on community development projects is a plus
- Deep familiarity and experience working in diverse racial, ethnic and socioeconomic communities of Los Angeles
- Strong preference for candidates who are bilingual or multilingual, particularly candidates fluent in Spanish or Korean
- Willingness to travel throughout Los Angeles County, access to a car required

LACGC is an equal opportunity employer: LGBTQ, people of color, and women are encouraged to apply. This is a full time, exempt position with a substantive benefits package and vacation policy. Salary range: \$90 - 105K annual, plus opportunity for performance based compensation. Please forward a cover letter and resume to: admin@lacommunitygardens.org with subject line: "Executive Director Role: <YOUR NAME>" This position is open until filled with a targeted start date of January 2024.