



## **Classroom in Bloom seeks an executive director for our beloved and established school garden program.**

Classroom in Bloom is hiring a part-time executive director. This dynamic person will work with an engaged and committed board of directors to carry out operations while using creativity and passion to change the lives of hundreds of youth and adults each year. This is an incredible opportunity for an energetic, charismatic individual to shape the future of a thriving schoolyard and community garden.

### **About Classroom in Bloom**

Classroom in Bloom is a one-acre garden on the shared campus of Liberty Bell Jr/Sr High School and Methow Valley Elementary School in Winthrop, Washington. Our mission is to deepen relationships between people and the land through school and community gardening. After twelve successful seasons, this program is fully integrated into the public school system, serves 320 students and donates over 1500 pounds of food to the school cafeteria each year. We also coordinate an adult education series called Dirtworks every year to share skills and highlight local food and agriculture.

### **About the Methow Valley**

The Methow Valley is located on the eastern slopes of the North Cascades National Park in North Central Washington State in the great Pacific Northwest. Residents enjoy a semi-arid climate with the average precipitation of 10 to 18 inches annually, mostly in the form of snow. Its agricultural history, its creative residents, special small towns, emphasis on non-profits and strong sense of community cooperation characterize this rural valley. Opportunities for recreation and connection with nature abound from hiking to skiing to rafting the rivers. The beauty and charm of the Methow Valley is a tangible part of every day life.

### **About the Position**

The executive director will develop sources of financial support for the garden, act as a liaison between board and staff, oversee and implement programs and develop a roadmap for further program development. A successful candidate will be an effective written and oral communicator, an experienced fundraiser, and an efficient manager.

**Requirements:**

- A Bachelor's degree
- At least 4 Years of experience in non-profit program management or administration, agriculture related experience preferred
- Strong management and motivation skills with volunteers and staff
- Proven fundraising skills including grant proposal writing, major donor development, foundation relations, and maintaining and expanding membership
- Outstanding communication skills, including writing, public speaking; and public and media relations
- Experience working with a nonprofit board of directors to carry out their responsibilities

**Primary Functions:**

The executive director reports to the board of directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

**Administrative Coordination:**

1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Provide leadership and creativity in developing program, organizational and financial plans with the board of directors and staff, and carry out plans and policies authorized by the board.
4. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
5. Maintain a working knowledge of significant developments and trends in the field.

**Communication:**

1. See that the board is kept fully informed on the condition of the organization and all-important factors influencing it.
2. Publicize the activities of the organization, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.

**Personnel Management:**

1. Be responsible for the recruitment, employment, and release of all paid personnel.
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
4. Encourage staff and volunteer development and education.
5. Maintain a climate that attracts, retains, and motivates a diverse staff of top quality people.

**Financial Management:**

1. Be responsible for developing and maintaining sound financial practices.
2. Work with the staff, finance committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.

**Secondary Program Functions:**

1. Work with garden coordinator and other staff to ensure students are learning while at the garden.
2. Work with staff to ensure teachers are being communicated with effectively and progress is being made to align garden lessons with state curriculum.
3. Fill in when needed at the garden for hands-on teaching and group leadership.
4. Oversee garden volunteer coordination.
5. Be at the garden when opportunities arise for community outreach and events

**Salary and Benefits**

Salary commensurate with experience. \$28-33,000k/ year depending on experience. Hours average out to 30/week throughout the year.

**To Apply**

Submit a resume, letter of intent, and the names of three professional references by email to jschum20@gmail.com or by mail to: Jennifer Schumacher, Classroom in Bloom, PO Box 1264, Winthrop, WA 98862

Classroom in Bloom does not discriminate against applicants or employees on the basis of race, sex, age, religion, marital status, sexual orientation, national origin, or disability.