EXECUTIVE DIRECTOR JOB DESCRIPTION

Title: Executive Director
Salary: $80,000 - $85,000
Benefits: Full health and dental, vacation & sick leave, 11 paid holidays
Hours: 40 hours / week; working remotely

ABOUT REAL FOOD REAL STORIES

In the US, our right and connection to real food that nourishes people, communities and the environment are robbed by a pervasive and anonymous industrialized food system. By supporting local food changemakers who are building a regenerative and just food system, we can shift the food culture from the ground up.

Real Food Real Stories' impact story coaching provides storytelling skills to food changemakers who are innovating and building a more regenerative and just food system. Our programs include a diverse range of voices and focus on those who are often underrepresented in conversations about sustainability and food: women, people of color, immigrants and LGBTQIA individuals. Our digital content continues to amplify these stories to more listeners and provide a platform for continued conversation around how we as an eater community can better the current food system.

Our work is relationship-centric, ranging from:
● 1:1 storytelling facilitation,
● public live-storytelling gatherings,
● digital storytelling (+ monthly podcast),
● storytelling workshops, and
● ongoing support for our storytellers

ABOUT THE POSITION:

RFRS is looking for a dynamic & thoughtful leader who is passionate about igniting cultural change in the food system. Rebuilding eaters' connection with their local food community and providing stories of inspiration, hope, and call to action for a better tomorrow is central to our work. We are excited to welcome a new leader who can help us scale up the proven track record of change.

The Executive Director (ED) will drive the growth and strength of our organization by developing strategies and building effective partnerships with key stakeholders. As part of the RFRS long term goal, the ED will work with the team to develop a strategy to bring the organization to a national audience through satellite chapters. The ED will also build a
sustainable and diversified business and fundraising system including individual and corporate donors, and foundation support.

The ED will be an individual of the highest integrity, a seasoned manager who is ready to take charge of an organization, enthusiastic to fundraise, and a compelling advocate of sustainable food systems, storytelling, and the RFRS mission. They enjoy juggling very different projects needed by a small dynamic organization, and at times will roll up their sleeves to get the work done. This exceptional opportunity is for an experienced, energetic, and ambitious rising leader to take a hands-on role in building the future of this collaborative and community-based non-profit.

RESPONSIBILITIES

Leadership (40%)

- Connect, represent and advance RFRS' vision, mission and strategies
- Together with the Advisory Board, lead the development of the next three-year strategic plan, while overseeing strategy, growth and diversification of relationships and funding
- Guide, motivate and develop RFRS staff members
- Drive growth and strength of the organization and its impact by improving, creating and implementing sustainable staffing structures, development and marketing systems and strategies, and evaluation systems; including evaluating areas for program improvement

Development and Communications (40%)

- Build and execute a development strategy to strengthen donor stewardship, diversify funding streams, and reach long term financial sustainability
- Support the Communications Director to design and implement the organization’s brand and marketing strategy.
- Drive and implement an annual development plan
- Represent RFRS at public events and stakeholder meetings, building awareness and connections to increase volunteer and funder engagement, including building relationships with community leaders

Increasing Operational Excellence (20%)

- Oversee financial matters, including tracking of expenses and accounts payable, and developing and monitoring budgets. Provide the Advisory Board with regular financial and organizational reports
Serve as the accountable liaison to RFRS’s fiscal sponsor, Earth Island Institute, as contracted, on matters related to governance, finance, payroll and human resources, and risk management.

Oversee contracts and scope of work with vendors, consultants and volunteers.

Oversee organizational facilities and office technology.

**REQUIRED EXPERIENCE & QUALIFICATIONS**

- Direct experience managing organizations, staff and/or volunteers.
- Three to five years of fundraising experience, with an understanding of nonprofit development initiatives.
- Experience managing budgets and financial reporting.
- Expertise in non-profit or business strategy, as demonstrated through advanced degrees, work experience, or a combination thereof.

**DESIRED EXPERIENCE & QUALIFICATIONS**

- Passionate in supporting sustainable food systems and understand the challenges we face as a global community in tackling these issues.
- A general understanding and excitement for storytelling and the positive effects it can make on people and communities.
- Seven years of professional experience with five years demonstrated leadership experience.
- Experience managing or being involved with boards.
- Willingness to participate in relationship-based fundraising; individual giving experience preferred.
- Familiar with program development, expansion and evaluation; experience with social change programs and community development is a plus.
- Knowledge of national expansion strategies, with experience, a plus.

**ATTRIBUTES**

- Strategic thinker with a visionary mindset and pragmatic approach.
- Clear and effective communicator; confident and compelling speaker and presenter.
- Able to engage effectively with multiple stakeholders including staff, advisory board, partners, volunteers, clients, and community members.
- Enthusiastic about working as a member of a small, grassroots team committed to a sustainable and regenerative food system and a democratic process; a strong sense of collaboration, teamwork, growth.
- Personal commitment to wellness and self-care.
- Familiar with the G Suite on a Mac based platform and HubSpot (or familiarity with working with CRM’s).
ORGANIZATIONAL RELATIONSHIPS

- Executive Director is an employee of Earth Island Institute. The ED manages and receives counsel from an Advisory Board, and supervises four staff members: Program Director, Communications Director, Volunteer Director, and Digital Content Creator
- Working knowledge of and established relationships with Bay Area funders, Corporate entities and sustainable food organizations is a plus

PHYSICAL DEMANDS

Employee is required to work on a computer and extended phone conversations.

WORK ENVIRONMENT

Join a highly competent and supportive team while being part of a community of changemakers with dedicated volunteers, to celebrate food and culture in the national hub of progressive social change

RFRS does not have an office and all team members work remotely with weekly in-person team meetings in San Francisco. The employee must be able to attend evening and weekend events throughout the Bay Area on a regular basis.

COMPENSATION

This is a full-time, exempt, salaried position with excellent benefits. Pay is $80,000 - $85,000, depending on experience. We are looking for someone who will own the role and nurture the organization’s growth.

The salary for this position is consistent with that of small grassroots non-profit organizations and commensurate with relevant experience and expertise. Earth Island Institute (fiscal sponsor of RFRS) offers a robust and competitive benefits package including full health coverage, medical, dental, vision, a 403(b)-retirement plan, and 2 weeks PTO. This is a full-time, exempt position.

APPLICATION PROCESS

Interested and qualified applicants should submit a cover letter highlighting fit for the position, including how your experience can aid RFRS in this next growth stage, resume, two references, to brie@realfoodrealstories.org. Please include “RFRS - Executive
 ropes and a sound structure. The example of the strong man and the weak man illustrates the impact of support and resistance.

**Conclusion**

In conclusion, the analysis of the forces acting on the structure has shown that the strength of the structure is determined by the balance between the forces of resistance and the forces applied. The example of the strong man demonstrates that the structure can withstand a greater force when there is a proper balance between the resistance and the applied force. The example of the weak man shows that the structure can be easily damaged when there is a lack of balance in the forces acting on it. The study of forces is an important aspect of structural engineering and can help engineers design structures that are strong and durable.