



## The Well at Oxon Run Director

DC Greens, a non-profit organization that uses the levers of food education, food access, and food policy to advance food justice and health equity in the nation's capital, is currently seeking a program director for The Well at Oxon Run.

**The Well Director** is responsible for the strategic direction of The Well within DC Greens. Read more about DC Greens' farm and community wellness space [here](#). This individual will be responsible to build and maintain productive partnerships with the community and relevant stakeholders, and will oversee the creation and growth of The Well as a community asset. This position reports to the Executive Director and manages the full-time staff members of The Well.

The ideal candidate must have relevant experience building trusting community relationships in DC, a commitment to the power of green spaces as a tool for community-building, and a desire to work in collaboration with DC Greens staff and external partners.

### Essential Requirements

#### Leadership/Management/Supervision

- Carrying forward the strategic vision of The Well
- Partnership maintenance and site coordination with [The Green Scheme](#), [Friends of Oxon Run](#), [Congress Heights Arts & Culture Center](#), other organizations, historical partners and art collectives
- Responsible for addressing and confronting implicit bias, inequitable practices and structural inequities through activities
- Collaborate with DC Greens' program staff to create and support opportunities for program engagement with The Well
- Support the coordination of volunteer activities with the Farm Manager and development team
- Hire and supervise a full-time Farm Manager
- Collaborate with leadership team to develop and execute The Well's long-term staffing plan

#### Community Engagement/External Relations

- Develop and maintain new and existing partnerships including, but not limited to, community groups and civic associations in the Washington Highlands/Bellevue/Congress Heights neighborhoods, and government agencies
- Collaborate with Communications around external communications related to The Well
- Present locally and nationally about The Well
- Provide oversight in maintaining operating hours and open volunteer hours for The Well
- Support in the planning of community events at The Well

- Identify distribution channels for produce and support successful distribution
- Build, lead and maintain a Community Council for The Well
- Consistently create opportunities to engage and develop relationships with individuals living within the vicinity of The Well

#### Infrastructure Development & Management

- Create annual program budget and logic model
- Ensure documentation of program and ensure data is accurate and up-to-date
- Complete project-level budget tracking
- Ensure clear and effective internal communication about what's happening at The Well
- Oversee completion of construction, in collaboration with General Contractor and DC Greens staff
- Formalize a Community Council for The Well for program responsiveness and accountability
- Participate in the creation of a staffing plan
- Provide oversight in the successful planning and planting of a growing plan and general farm maintenance

#### Fundraising

- Develop volunteer engagement plan in collaboration with development team
- Lead tours for visiting corporate volunteer groups, regional conference attendees and individual visitors
- Contribute significantly to meetings with funders and building funder relationships

#### **Qualifications**

- 3-5 years experience in a leadership role as a community organizer or in community engagement
- Demonstrated commitment to racial justice and equity
- Demonstrated commitment to the vision and mission of DC Greens' work
- Deep understanding and experience with advancing food justice initiatives in the District
- Experience managing a team
- Experience representing an organization at external events
- Ability to manage multiple projects simultaneously and prioritize accordingly
- Experience facilitating group discussions
- Proven oral and written communication and presentation skills
- Knowledge of Microsoft Office and Google Suite

#### **Preferred**

- Familiarity with organizations and programs operating in Ward 8 in DC
- Resident of Washington, DC or surrounding area

## Salary & Benefits

This is a full-time (40 hours/week) position. The salary range for this position is \$73,350 to \$79,650 commensurate with experience. There is a generous benefits package (medical/dental/vision, disability/life insurance, 25 days PTO, employer match on retirement contributions after 1 year, flexible schedule). DC Greens does have a telework policy that allows employees to work remotely. Due to the current pandemic all employees are currently working remotely but being physically present in the work space will be a requirement in the future.

## How to Apply

If interested, email a cover letter and resume to [hring@dcgreens.org](mailto:hring@dcgreens.org). In your cover letter provide an answer in 250 words or less to the following prompt: What is your personal and professional lived experience with the communities we work with?

Please put "The Well Director" in the subject line and save your cover letter and resume as a single attachment labeled "LAST NAME, FIRST NAME\_Application." **Applications will be accepted on the rolling basis with priority given to applicants that apply by October 10, 2020, 11:59 pm EST.** Anticipated start date is November 16, 2020.

*DC Greens is an equal opportunity employer. **We strongly encourage** and seek applications from people of color, bilingual and bicultural individuals, people who have experienced poverty, women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.*