



Island Grown Initiative (IGI)

MANAGING DIRECTOR POSITION DESCRIPTION

Island Grown Initiative (IGI) is a community nonprofit on Martha's Vineyard dedicated to building an equitable and regenerative food system on the Island. Food is at the core of all programs and activities. IGI produces, gleans, educates about, prepares, and distributes food. The organization owns a 40-acre farm, oversees The Island Food Pantry and other programs aimed at reducing food insecurity, and provides food and gardening educational programs at all Island schools and for adult growers.

POSITION SUMMARY

The Managing Director (MD) serves as IGI's chief operating officer, and reports to the Executive Director. The MD has responsibility for the strategic, marketing, development, financial and management operations of the organization. Along with other members of the management team, the MD will from time to time represent IGI in the broader community, cultivating relationships with the farming community, school systems, other nonprofits, foundations, and businesses. IGI has experienced significant growth in the last seven years. The role of the Managing Director will be to ensure that the internal operating systems of the organization are strong enough to support high quality programs and services. The MD will have overall responsibility for talent acquisition and development and employee engagement. The MD will ensure that IGI embeds a focus on diversity, equity, inclusion and justice in its programs and systems.

KEY RESPONSIBILITIES

Strategic Planning -- Provide leadership in implementing IGI's overall mission by developing and implementing long-range strategies and goals with complimentary operational and financing plans. Work with the management team to identify and set priorities, areas for improvement, and opportunities for increased impact.

Human Resource Management – Motivate IGI's managers and staff by fostering trust, maintaining positive morale, and inspiring teamwork among all staff. Ensure required skills and competencies across functional areas. Encourage staff development and education. Maintain a climate that attracts, keeps, and motivates a diverse staff.

Development -- Actively participate in fundraising activities, including cultivation and stewardship of individual, foundation and corporate donors and solicitation of major gifts. Working with the Executive Director, to advise the Board on annual, capital and endowment fundraising needs and provide leadership in developing plans and strategies to meet those needs.

Marketing and Public Relations -- Oversee the design and implementation of IGI's promotional activities in conjunction with the ED, management team, Board, volunteers, and other stakeholders. Continue to raise the profile of IGI through ongoing networking, cultivation of media contacts, and interaction with foundation representatives, farming community, nonprofit agency representatives, and community and business leaders. Oversee the design and development of materials for the web site, program promotional documents, newsletters, press releases and other marketing and public relations materials.

Financial Management -- Work with the Finance Director to develop IGI's annual budget for Board approval. Ensure sound management of IGI's finances and reporting systems, as well as production of regular financial statements and annual audit. Work with staff to negotiate and manage public and private contracts and grants.

Board Management and Development – Working with the ED, help manage Board communications, meetings, and committee work. Help plan and schedule Board and Committee meetings, develop agendas and background materials, facilitate meetings and maintain minutes and related records. Help identify potential new Board members and assist in their recruitment, orientation, and ongoing engagement.