



## POSITION DESCRIPTION

### Executive Director, Edible Schoolyard NYC

**LOCATION:** Brooklyn, NY.

Note: Office staff are currently working remotely, and this is likely to continue until at least August 2021.

#### ABOUT THE ORGANIZATION

Edible Schoolyard NYC's (ESYNYC) mission is to support edible education for every child in New York City. We partner with New York City public schools to cultivate healthy students and communities through hands-on cooking and gardening education, transforming children's relationship with food. With a program that is fully integrated into the school day, ESYNYC staff teach hands-on garden and cooking lessons, family programs, and support a culture of health and wellness throughout the school through targeted interventions.

Inspired by the philosophy and model of Edible Schoolyard Berkeley and its founder, acclaimed restaurateur and food activist Alice Waters, ESYNYC was founded in 2010 to serve the specific needs of students in historically underserved New York City public schools. We currently work with seven schools directly and lead a robust Professional Development program.

The ESYNYC program is unlike any other in its comprehensive nature, data-driven innovation, flexible approach and long-term presence in school communities. We've demonstrated commitment and resiliency throughout the COVID-19 pandemic and have continued to serve school partners despite challenging circumstances.

Six core values guide our team: 1. Passion and dedication, 2. Community, 3. Learning and discovery, 4. Wellness, 5. Collaboration, and 6. Equity. Our dedicated team of educators and non-profit professionals includes many long-tenured staff members and a strong leadership team, and our committed board is ready to partner with our next leader. ESYNYC has a new staff union, and this leader will work closely to foster a strong working relationship with this group.

#### JOB SUMMARY

ESYNYC is now at an inflection point and ready for its next committed, results-oriented, and strategic change agent to develop and lead the organization, starting with the development of a new strategic plan. Reporting to the Board of Directors, the Executive Director (ED) has overall strategic and operational responsibility for ESYNYC's staff, programs, fundraising, expansion, and execution of its mission. They will develop deep knowledge of the field, core programs, operations, outcome evaluation, strategy, development, and communications. They will also exhibit a deep commitment to social and racial justice.





## KEY RESPONSIBILITIES

### Organizational Strategy and Management

- Develop and operationalize a strategic planning process, ensuring the organization has a clear strategic plan and leading its execution.
- Manage the growth, implementation, and continued excellence of ESYNYC's programs.
- Partner with the organization's program team to drive innovation; facilitate robust evaluation.
- Ensure the organization has an approved budget each year; manage expenses to budget.
- Maintain good financial controls and systems, including overseeing the annual audit process.

### Mission and Culture Leadership

- Foster an inclusive, mission-driven organizational culture and a values-driven environment in line with ESYNYC's vision.
- Demonstrate a commitment to social and racial justice and the capacity to lead ESYNYC's continued growth as an anti-racist organization.
- Serve as an organizational leader in the implementation of ESYNYC's diversity, equity, and inclusion action plan.
- Use exceptional active listening and a commitment to learning to honor and leverage the team's deep knowledge.

### People and Relationship Management

- Demonstrate exceptional communication skills and the ability to build authentic connections with a range of internal and external stakeholders.
- Lead, coach, develop, and retain ESYNYC's team across administrative, development, and program functions. Develop leadership team members to serve as strong managers.
- Develop, maintain, support, and engage a strong board. Serve ex-officio of each board committee, ensuring clear goals and expectations.
- Act as the liaison between staff and board, fostering connection and understanding.
- Engage and energize partner organizations, policymakers, and funders.
- Establish relationships with political, health, education, and community leaders in each borough of New York City to expand and scale ESYNYC's model and advocacy initiatives.
- Lead and serve on the management committee that negotiates union contracts.

### Fundraising and External Relations

- Partner with development staff and the board development committee to create and implement an annual development plan for continued financial viability.
- In collaboration with ESYNYC leaders and board, identify, cultivate, solicit and steward individual donors, foundations, corporations and government agencies; raise funds from these sources and act as "asker in chief" as appropriate with major donors.
- Serve as ESYNYC's chief representative, speaking publicly about the organization's work to the media, at conferences, and at other public/private events.
- Maintain and deepen a strong ESYNYC brand and presence through website, online presence, media & public relations.





## DESIRED QUALIFICATIONS

The ED will be thoroughly committed to ESYNYC's mission and to social and racial justice. All candidates should have proven leadership, fundraising and management experience. Concrete demonstrable experience and other qualifications include:

- Bachelor's degree required and at least 10 years of professional experience.
- Experience in developing and executing strategies for growth and sustainability.
- Relevant content knowledge, such as knowledge of health, education and/or public policy issues related to food system issues and education.
- A demonstrated commitment to an organizational culture that supports diversity, equity, and inclusion; experience in cultivating these values.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational and people management with the ability to coach staff, manage and develop high-performing teams, set and achieve strategic objectives, and manage a budget.
- Exceptional listening and communications skills and a strong learning orientation.
- Strong marketing, public relations, and external relations acumen with the ability to engage a wide range of stakeholders and cultures.
- Strong knowledge and experience of all aspects of fundraising, including closing major gifts.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills.
- Action-oriented, entrepreneurial, adaptable, and able to develop innovative solutions to complex problems.
- Strong cultural competence; ability to engage and lead diverse groups in support of a common mission.
- Passion, idealism, integrity, positivity, mission drive, and self-direction.

Edible Schoolyard NYC is committed to a diverse workplace. People of color, racial and ethnic minorities, women, people with disabilities, veterans, and LGBTQ+ candidates are strongly encouraged to apply.

Edible Schoolyard is an equal opportunity employer committed to a policy of equal treatment and opportunity in every aspect of its recruitment and hiring process without regard to age, race, ethnicity, color, national origin, religion, disability, veteran status, gender and/or gender identity or expression, sexual orientation, unemployment status, or any other legally protected basis. Edible Schoolyard NYC provides reasonable accommodation to applicants and employees as required by law. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

ESYNYC offers a competitive compensation, benefit and vacation package.

**To Apply:** Please email a cover letter and resume as a PDF attachment to [jobs@esynyc.org](mailto:jobs@esynyc.org) with the subject line "Executive Director." Please name your documents with your last name and document type, like this: Johnson\_Resume, Johnson\_Cover Letter.

