

Position Announcement: Executive Director

The Opportunity

FairShare CSA Coalition, a 501(c)3 non-profit, seeks an Executive Director to lead the organization through an exciting period of growth.

In the last five years, Fairshare has:

- Tripled the number of full-time staff
- Expanded our geographic impact beyond Wisconsin to the midwest and across the United States
- Grown mutually beneficial partnerships with dozens of organizations
- Developed successful farm worker and farm owner training programs
- Provided a record number of low-income families with access to local, organic food
- Nearly tripled our annual budget and increased financial reserves
- And more.

Our next Executive Director will build on this success and steer the next phase of organizational growth, including a new strategic plan with a vision for supporting an evolving small-scale farming landscape. Learn more about the work we do today on our website at <https://www.csacoalition.org/>, and watch [our 30th anniversary video](#) for more about the history of the organization.

Critical Success Factors

A successful Executive Director will achieve the following within their first year.

- **Revenue Generation.** Increase income and diversify revenue streams to support general operating costs. Within two years, increase income by 25%.
- **Organizational Leadership.** Clearly communicate the organization's strategic direction through an updated strategic plan. Effectively lead and manage a staff of 9 full-time employees.
- **Prudent Fiscal Management.** Oversee the financial operations of the organization, including the development and management of budgets, oversight of bookkeeping, accounting, and auditing staff or contractors, and donor relations. Current operating budget is approximately \$1M.

Core Responsibilities

- **Leadership:** Develop and communicate strategies and tactics that support the mission and vision of the organization. Effectively represent organizational impact to

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stakeholders, partners, and the Board of Directors. Foster a healthy and positive organizational culture.

- **Management:** Supervise on-site, hybrid, and fully remote staff at various career levels and organizational tenure. Hire, evaluate, and develop staff. Collaborate with the Board of Directors Management Committee to provide effective staffing structure, benefits, and personnel policies.
- **Income Generation:** Ensure FairShare's financial health and stability by growing existing revenue streams and identifying new sources of income. Income sources may include grants, private foundations, fundraising campaigns, sales of goods and services, programs and events.
- **Fiscal Administration and Management:** Ensure that FairShare is operating its affairs consistent with the provision of the US IRS as a 501c3 organization and the State of Wisconsin's Department of Financial Institutions including all record and reporting requirements. Work closely with the Financial Committee of the Board of Directors, administrative coordinator, contracted accountant, and auditing firm to maintain accurate financial records. Develop the annual budget and manage day-to-day financial transactions. Administer federal and private grants, supported by an administrative coordinator. Regularly brief the Board of Directors on the financial health of the organization.
- **Equity:** Guide the organization to fulfill its [equity commitments](#), and center equity in decision-making of all aspects of operations.
- **Relationship Development & Management:** Represent Fairshare in key partner relationships at the local, regional, and national level, including: CSA Innovation Network, MVEG Network, University of Wisconsin Extension, Dane County Extension, Marbleseed, USDA, Farmers Market Coalition, grantmaking organizations, foundations, private donors, sponsoring businesses and organizations.

Qualifications

- At least 7-10 years of professional work experience
- Previous experience supervising professional staff
- Experience with food systems and the agricultural industry is strongly preferred
- Prior experience administering multi-year grants from \$300,000 - \$1M+
- Financial and operational acumen; direct experience with budget development and management as well as P&L oversight
- Prior experience participating in and/or leading a strategic planning process
- An ability to build bridges among diverse communities, stakeholders, and networks
- Prior experience building relationships and communicating with a Board of Directors or other executive-level stakeholders

Work Location, Salary & Benefits

Work Location: FairShare's offices are located in Madison, WI, near major bus lines and in an office building with free parking. While there is flexibility to work a hybrid/remote schedule, 1-2 days of in-office work are required each week to perform in-person administrative functions and attend local events and meetings.

Salary: This is a full-time, salaried position. The salary range for this role starts at \$65,000 (commensurate with experience).

Benefits: Health insurance reimbursement plan (FairShare will reimburse an employee 80% of a single or family monthly premium up to \$400 per month); 401(k) retirement plan; generous paid time off; summer half day Fridays; additional paid and unpaid family, parental, and other forms of leave; \$200 annual CSA share reimbursement

How To Apply

Email your resume and cover letter in PDF format to the Board of Directors at board@csacoalition.org. In your cover letter, explain your interest in the purpose/mission of the organization, and your qualification to fulfill the critical success factors.

Applications will be accepted until the position is filled. The ideal start date for the successful candidate is March 2023.

About FairShare

FairShare CSA Coalition connects farmers and consumers through Community Supported Agriculture (CSA). Through outreach and education, we are building toward a fair and equitable food system in which small-scale farms can thrive and all families have access to locally produced, organic food.

We offer a friendly and supportive workplace culture. Staff are passionate and enthusiastic about our work, and we recognize that everyone on the team is involved in our organization's vision and success. We value integrity, initiative, and open communication. And our focus on delicious food is a throughline for our work and informal time together.

FairShare is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. FairShare encourages applicants of all backgrounds to apply.