

Executive Director of The Farm at Prophetstown

Position Summary:

Be The Farm's strategic leader in building a strong team of staff, volunteers, and members, with focus on trends for the future. Collaborate with the board of directors to identify, create and implement strategic plans to build on the unique experience of educating, demonstrating and creating new opportunities to help in the success of The Farm and accomplishing the mission. Creating opportunities that revolve around the 1920s farms as they began to transition from animal to tractor power, and the impacts on the land and in the farm home to make stronger partners and financial success. Partnering with community organizations and drawing on a wide range of resources and expertise to showcase The Farm's programming including: that include beekeepers, master gardeners, farm experts, home economics experts, and historical resources, always looking towards future growth. Develop an organizational culture to promote transparency and collaboration throughout the organization. Partner with Indiana DNR to ensure a seamless and enjoyable experience for visitors that is consistent with the Farm's mission.

Knowledge, Skills, and Abilities:

- Proven team building skills
- A bachelor's degree preferred or equal leadership/management experience in one or several of the following- history, agriculture, education, communications, hospitality and tourism, management, or related field
- Three or more years of leadership and supervision experience
- Demonstrated familiarity with the non-profit sector either through employment or as a volunteer
- Solid hands-on budget management skills including consulting on budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including grant writing, strategic planning, delegating, training, program development and task facilitation
- Ability to convey a vision of The Farm's strategic future to staff, board, volunteers, donors, and community
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff

- Strong public speaking ability
- Demonstrated experience in animal husbandry and agriculture

Essential Duties:

Continuously evaluate the Farm's business model and operation to successfully implement the Farm's mission while maintaining financial sustainability

Big Picture/Future Vision: (50%)

- Executes and communicates The Farm's Mission and Vision to staff, board, volunteers, members, partnerships, and the community
- Anticipates future development needs in staff, board, volunteers, and members
- Identify and manage the resources/partnerships needed to maintain the Farm as well as develop new programs
- Oversee management of facilities, land, repairs and renovations, and livestock management as needed.
- Assure staff members are trained in their area of responsibility as it relates to 1920's farming to provide successful operations.
- Oversee day to day operations utilizing best practices to insure the best customer service, animal care, land use, and efficient farm operations.
- Undertake activities and chores as needed to support Farm staff and volunteers in performing their tasks.
- Work closely with DNR. Ensure compliance with lease agreement and Annual Operating Procedures.
- Identify potential "stakeholders" and board members that can assist with the Farm's vision and mission
- Researching current trends and industry recommendations in agritourism and historic site management and interpretation
- Transparent and high integrity leadership

Financials (15%)

- Liaison with current board treasurer and accountant to conduct the audit and set appropriate policies and procedures
- Manage finances, budget, gifts and grants with current board treasurer and accountant in accordance to approved Farm policies and procedures
- Continually update board and treasurer on financial concerns, ensure financial processes are in place, and research possible new funding or funding needs
- Responsible for signing all notes, contracts, agreements, and other instruments made and entered into on behalf of the organization in conjunction with Board President and Treasurer as needed

Human Resources (15%)

- Establish a training program to ensure staff is able to meet expectations and performance criteria of the required job duties and comply with establish protocols.
- Implement a training program to ensure new employees receive necessary training.
- Ensure that systems are in place to support adequate supervision of daily operations and job completion.
- Hire, train and develop new staff members as needed
- Development and maintain policies and procedures for staff
- Conduct and approve annual performance evaluations and utilize progressive discipline as needed.
- Establish and support a staff who feel confident in sharing their ideas and that they are building their skills and abilities
- Review available methods of hiring, payroll, payroll withholding, taxes and insurance to manage the best system for operations

Public Relations/Communications/Outreach (20%)

- Outreach to local, state and regional leadership, media and partners to engage them in the mission of The Farm
- Provide oversight of website, social media and promotions (newsletter, brochures, fliers) to communicate and engage membership and possible new members and guests
- Continue to grow membership and membership engagement
- Provide oversight of volunteer growth and management
- Responsible for the enhancement of The Farm's image by being active and visible in the community and by working closely with other professional, civic and private organizations
- Maintain a positive relationship and open communications with DNR
- Manage/coordinate various partners that come on board to deliver the new vision

Reports to: The Executive Director reports to the Board of Directors with Board President serving as primary point of contact.

What Does Being Successful Look Like?

- Having a committed staff that is well trained and provides great customer service, education, animal care, and proper land use.
- An engaged board of directors who is kept informed and involved by the Executive Director, and a board of directors who communicates frequently both formally and informally with the Executive Director
- A growing engaged membership, and partners that understand the vision
- Financial stability that allows maintenance of buildings, programming and future growth, and a proven ability to increase The Farm's financial sustainability base for the future

- Established collaborations with the community, state and regional organizations, leaders and a vision to find additional alliances
- Strong leadership and organizational skills, including a professional demeanor and proven skills in setting high standards, inspiring and motivating staff, volunteers, donors, and potential partners
- An understanding of and a strong commitment to The Farm's important role in benefiting the community through its historical educational programming and the business of making memories

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