Executive Director Job Description

The Executive Director of Illinois Stewardship Alliance is the key management leader of the organization, employed by and responsible to the Board of Directors. In fulfilling his/her duties, the Executive Director shall function in a democratic managerial style with all staff. The Executive Director is responsible for overseeing the administration, financial oversight, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

1) Board Governance: Works with board in order to fulfill the organization's mission.

- Responsible for leading Illinois Stewardship Alliance in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Responsible for providing the necessary services for effective Board operations, including but not limited to keeping board informed of staff activities, developing agenda for meetings and providing Board packets prior to said meetings; to attend all Board meetings.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of the organization to include submission to the Board of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support the organization’s mission.
- Responsible for grant management including the preparation, writing, and submission of grant applications on a regular and timely basis; and submitting reports as needed.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of Illinois Stewardship Alliance’s programs that carry out the organization’s mission.
• Responsible for strategic planning to ensure that Illinois Stewardship Alliance can successfully fulfill its Mission into the future.
• Responsible for the enhancement of organization’s effectiveness by being active and visible in the community and by working closely with other professional, civic and private organizations in the food and farm sector.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
• Responsible effective administration of Illinois Stewardship Alliance operations.
• Responsible for the hiring and retention of competent, qualified staff.
• Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
• Responsible for maintaining fiscal sponsorship projects.

Professional Qualifications:
• A bachelor’s degree
• Prior nonprofit management experience
• Should have the proven ability to motivate, lead and sustain excellence of his/her team
• Budget management skills, including budget preparation, analysis, decision-making and reporting
• Strong organizational abilities including planning, delegating, program development and task facilitation
• Should be able to design, implement and direct multiple projects, setting deadlines and ensuring accountability
• Knowledge of fundraising strategies and donor relations unique to nonprofit sector
• Experience in grant writing and management
• Strong written and oral communication skills including public speaking experience
• Should possess an understanding of issues relating to sustainable agriculture and local food systems

Actual Job Responsibilities:
• Planning and operation of annual budget.
• Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
• Serving as Illinois Stewardship Alliance’s primary spokesperson to the organization’s constituents, the media and the general public.
• Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance the organization’s mission.
• Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization throughout the State.
• Supervise, collaborate with organization staff.
• Strategic planning and implementation.
• Oversee organization Board and committee meetings.
• Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

Salary range is $42,000 - $50,000 and includes benefits. Commensurate with experience and other qualifications.

Start date: January, 2017

Email cover letter and resume by Friday, December 2 to: isa@ilstewards.org or mail to: Illinois Stewardship Alliance, 230 Broadway Suite 200, Springfield, IL 62701