



Uniting Communities through Green Roots

POSITION AVAILABLE

EXECUTIVE DIRECTOR, UNITY GARDENS

Part-Time

SUMMARY: Unity Gardens, a non-profit organization based in Anne Arundel County that supports the building of community partnerships through the creation of greening projects, environmental enhancement, and education, seeks a part-time Executive Director. The Executive Director is the key management leader of Unity Gardens, and sole paid staff member. This individual is responsible for overseeing the administration, programs, and strategic plan of the organization. The position reports directly to the Board of Directors. The time commitment for the Executive Director varies throughout the year, but averages 10 hours weekly, with busy periods (fall and spring) requiring additional hours and slow periods (mid summer) requiring fewer. The individual will work from home, but is required at monthly board meetings and occasional functions in or near Annapolis. MD.

GENERAL RESPONSIBILITIES:

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

- Responsible for leading Unity Gardens and working with officers of the Board in a manner that supports and guides the organization's mission.
- 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.

2) Oversee full process of spring and fall grant cycles.

- Solicit, receive and log grant proposals, and manage grant selection process with the help of the Board.
- Responsible for dispersal of checks and acts as first point of contact to grantees throughout the year.
- Close out grants as complete.

3) Oversee annual spring speaker series

- With the help of the board, secure a venue, speaker, and donations for this March event. Responsible for overseeing sponsor communications and graphic design of program and materials

4) Responsible for organization operations.

- Responsible for effective administration of Unity Gardens operations.
- Responsible for solicitation letters and acknowledgments.
- Working with board treasurer, maintains all financial documents.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Responsible for oversight of website, PR, social media, and marketing.

Professional Qualifications:

- A bachelor's degree
- Transparent and high integrity leadership.
- Strong organizational abilities including planning, delegating, program development, and task facilitation.
- Ability to articulate a vision of Unity Gardens' strategic future to board, volunteers, donors and community partners.
- Skills to collaborate with and motivate board members and other volunteers. Ability to interface and engage diverse volunteer, community, and donor groups.
- Familiarity with MS Office and social media platforms, and experience with or ability to learn programs to edit web content, create online forms, and communicate with constituents electronically.
- Interest in knowledge of environmental issues, native plants, and community greening a plus.
- Nonprofit management experience a plus.
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector a plus.

Resumes due by Monday, May 21, 2018.

Please email to unitygardensaa@gmail.com or mail to Unity Gardens, Inc., P.O. Box 6310, Annapolis, MD 21401.