

Cultivate Charlottesville CO-EXECUTIVE DIRECTOR Position Description

Title: Co-Executive Director

Deadline: This position will remain open until the position is filled

Location: Charlottesville, VA (on-site position)

Scope of Work: Cultivate Charlottesville practices shared leadership including maintaining two **Co-Executive Directors** as our organizational leaders and liaisons with the Board of Directors, partners, and community. The **Co-Executive Directors** are primarily responsible for the overall health and management of Cultivate Charlottesville in a way that furthers the organizational mission, upholds organizational values, and creates community impacts. Core responsibilities include fiscal management, strategic direction, staff management, programming, partner relationships, and organizational strength. Each of the **Co-Executive Directors** holds primary responsibility for two of our four programs including: City Schoolyard Garden, Urban Agriculture Collective, Food Justice Network, and Integrated Systems and Structures. At Cultivate Charlottesville, we recognize the impact of systemic racism, individual bias, and white supremacy has on the Charlottesville community and all team members work to recognize, respond to, and dismantle inequities in the work we do.

Co-Executive Director Position Description

The **Co-Executive Directors** will work together to delineate which of the following core functions they each hold. A chart for how current **Co-Executive Directors** share their work is included below for reference.

1. Strategic Organizational Direction

- a. Provide strategic direction to ensure mission-focused organizational strategies, programs, policies, and practices, including a 3–5-year strategic view, annual strategic planning, regular evaluation, and impact reporting.
- b. Act as the liaison to the Cultivate Board, providing support to host regular meetings and ensure consistent implementation of Board work plans.
- c. Build equity through a deep understanding of the roles of power and privilege throughout each level of the organization.
- d. Model value-based transformational leadership and provide capacity building towards this goal.
- e. Be a positive ambassador and outward facing connection between Cultivate and the community.

2. Racial Equity

- a. Cultivate a culture of practice that values, explores, and advances racial equity through study, discussion, self-reflection, analysis, and implementation.
- b. Build a diverse and skilled Board and staff who represent our community, include people with experience of food justice issues, and who celebrate diverse cultures.
- c. Continue to practice racial equity strategies and engage in learning in each program and

across the organization.

- d. Provide ongoing racial equity training, capacity building; conduct power language analysis.

3. Philanthropy and Financial Oversight

- a. Ensure rigorous financial protocols that maintain our integrity.
- b. Strengthen and build Cultivate philanthropic partnerships with foundations, businesses, and individuals in a way that maintains a strong connection with an understanding of Cultivate's work, values, and vision.
- c. Maintain robust fiscal resources that adequately support staff and programs.
- d. Direct grants program including: develop and submit more than 40 proposals annually, manage grant tracking and reporting, and direct grant implementation.
- e. Develop and manage annual organizational and program budgets that align with strategic and program plans.
- f. In collaboration with the Outreach and Resource Systems Director, implement philanthropic activities including two annual appeals, fundraising events, major donor outreach, and corporate sponsorships.
- g. In collaboration with the Organizational and Finance Systems Director, oversee cash flow, record-keeping, fiscal processes and procedures, and annual audit.

4. Staff Management and Oversight

- a. Hire, manage, and inspire a robust and experienced staff that reflects the diversity of our community, has cultural capacity, and can contribute to the long-term implementation of the Cultivate mission and vision.
- b. Provide direct supervision and leadership in two of the four program areas including:
 - Work with staff to develop position roles, annual work plans, annual staff reviews, and regular opportunities for staff to receive feedback to grow and build capacity.
 - Meet regularly with staff in a way that maintains open communication and provides staff with clear direction, room to continually step into leadership and programming that aligns with organizational vision and mission.
 - Support staff and provide opportunities for capacity building along individual professional and organizational goals in a manner that cultivates long-term organizational engagement.

5. Strategic Program Development & Evaluation

- a. Develop and implement human resource tools that demonstrate equity and investment in staff. This includes personnel policies, compensation plan, benefits packet, etc.
- b. Maintain a dynamic Leadership Team of Program Directors that ensure cross-program collaboration, a forum for strategic discussions, and clear communication for stronger impact.
- c. Create a culture of inquiry where critical thinking, self-reflection, and ideas on effectiveness, improvements, and building equity are welcome and include feedback loops.
- d. Ensure rigorous evaluation of the organization and programs including developing and implementing evaluation practices, feedback loops, plans, tools, and analysis for ongoing improved impact and an openness to skill development, and capacity building.
- e. Produce an annual Cultivate Impact Report on our progress and distribute broadly to participants, partners, community, and donors.

6. Partner & Community Collaboration

- a. Forge relationships that strengthen Cultivate, enhance food equity practices across our partners and community, and deepen understanding of Cultivate's place in our community landscape.
- b. Develop and grow relationships with local program and community partners, specifically collaborating to create, sign, and manage our MOU relationships.
- c. Develop collaborative relationships with the Board of Directors and act as a positive liaison between, board, staff, and consultants.
- d. Develop and grow relationships with all existing and potential donors, grantors, and sponsors.
- e. Forge mission-aligned partnerships with city, state, regional, and national networks.

7. Outreach, Education & Communications

- a. Provide thought leadership on urban agriculture, food justice, gardening, youth leadership, healthy school foods, racial equity, and other core value-based components of our work.
- b. Present annual reports to key Program Partners, community members, and funders.
- c. Broadly communicate the impacts and story of Cultivate to build our community of practice.

8. Collaborative Leadership

- a. Maintain solidarity, creativity, openness, and productivity in your partnership in such a way that demonstrates a constructive collaborative leadership model to partners, community, and funders that furthers our mission and enhances equity.
- b. Establish and implement clear guidelines and processes for shared executive leadership.
- c. Develop and regularly evaluate an annual Co-Executive Director work plan that outlines functions held by each including communication protocols and areas of decision-making.
- d. Communicate clearly with all stakeholders regarding respective roles and responsibilities.

9. Strengthen Organizational Goals and Values

- a. With integrity, Build organizational capacity and infrastructure needed to fulfill our mission.
- b. Uphold the organizational values and guidelines for working together in a way that builds trust and a positive, creative working environment.
- c. Maintain rigorous research and continued learning such that Cultivate continues to build capacity, utilize best practices, and provide community opportunities for empowerment.
- d. Create systems that cultivate work/life balance and bring grounding exercises and attitudes into the organizational culture.
- e. Strive to transform racial inequities in all aspects of work with strategic and intentional action.
- f. Cultivate health and environmental sustainability in all program strategy and implementation.

Organizational Structure

Supervisory Structure: The **Co-Executive Directors** report directly to the Board Chair(s) and function as collaborative leaders with mutual responsibility to provide input and guidance in their shared work. The **Co-Executive Directors** work closely with the Cultivate Leadership Team and are each responsible for supervision and management of two of the four Cultivate Programs. The **Co-Executive Directors** work collaboratively to annually define their specific areas of responsibility utilizing the following template.

Project Hours: The **Co-Executive Directors** are exempt salaried positions at 100%FTE (40 hours/ week). Hours are typically during the school/workday with regular meetings on evenings or weekends.

Compensation: The **Co-Executive Directors** compensation range is \$65,500 - \$94,248—depending on experience—with a generous leave policy and robust benefits including health, dental, vision, life insurance, and an IRA savings match program.

Cultivate Charlottesville Co-Executive Director Oversight - Current Break Out of Roles		
Element	Farm & Foodroots Executive Director	Advocacy & Systems Executive Director
Programs	Urban Agriculture Collective City Schoolyard Garden	Strategies, Systems, Structures Food Justice Network
Staff & Supervision	CSG Program Director Youth Leadership & Garden Educator UAC Program Director UAC Team	Outreach & Resource Program Director Organizational & System Program Director Food Justice Network Program Director Evaluation Consultant Racial Equity Consultant
Discrete Functions	Staff Management & Oversight Strategic Program Development Board Liaison Represent the Organization	Strategic Organizational Direction Philanthropy & Grants Management Financial Oversight Organization & Program Evaluation
Shared Functions	Racial Equity Partner & Community Collaboration Collaborative Leadership Outreach, Education & Communications Strengthen Organizational Goals & Values	

TO APPLY

The **Co-Executive Director** requires multiple skill sets including a high level of organization and communication, the ability to design effective systems and structures, flexibility, a highly autonomous and innovative way of approaching work, and a commitment to the Cultivate vision and values. The preferred candidate will have:

- 7-10 years' relevant experience and/or combined university degree (grants management, organizational development, food justice). It is helpful to have experience with nonprofit organizations.
- Excellent communication and organization skills; ability to manage multiple projects and priorities with flexibility and alignment to our mission.
- Supervisory and management experience that aligns with our organizational values.
- Experience with transformational leadership models focused on building equity.
- Experience working in diverse communities; clear understanding of multi-cultural contexts and racial equity practices.
- Computer competence including MS Office Software. Advanced experience with other online tools such as Google Suite, Canva, and Bloomerang are helpful.

Candidates that have racial equity analysis skills, anti-racism backgrounds, or are members of Black, Indigenous, LatinX, LGBTQIA, and other historically marginalized communities, as well as long-time Charlottesville residents, are strongly encouraged to apply.

To apply, please submit a résumé, cover letter, and contacts for two references to the Hiring Coordinator at careers@cultivatecharlottesville.org. Include **Co-Executive Director** in the subject line. In the cover letter, please address: How your experience is relevant to the **Co-Executive Director** role ; what interests you about this position with Cultivate Charlottesville, and your familiarity with Charlottesville in the context of racial equity. If you have the software, please bundle your cover letter, résumé, and references into one PDF.

ORGANIZATIONAL DESCRIPTION

Launched in 2010, Cultivate Charlottesville aims to create a healthy and equitable future – personally, in community, and across systems and structures. We do this through nine City Schoolyard Gardens and garden programming at Charlottesville City Schools and neighborhoods; the Urban Agriculture Collective farming and community markets; and the Food Justice Network advocacy and collaboration. **We believe that working together to grow gardens, share food and power, and advocate for just systems - cultivates a healthy community for all.** *Core Values: Self-Determination, Partnership, Environmental Justice, Community, Respect, Discovery, Equity – Racial, Social & Economic, Inclusiveness, Collaboration, Humility, Compassion, Health, and Wellness.*

Cultivate Charlottesville is an equal opportunity employer. We strongly encourage applications from BIPOC, bilingual and bicultural individuals, women, people who have experienced poverty, members of the lesbian, gay, bisexual, transgender communities, and long-time Charlottesville residents. Applicants shall not be discriminated against because of race, color, veteran status, religion, gender, sex, gender identity or expression, sexual orientation, age, mental or physical disability, medical condition, national origin, ethnicity, political affiliation or, marital status, or any other characteristics protected under Federal or State laws or local ordinance. Reasonable accommodation will be made so that qualified applicants with disabilities may participate in the application process. Please advise in writing of special needs at the time of application.