

**Sunshine Community Compost**  
**EXECUTIVE DIRECTOR JOB DESCRIPTION**

**POSITION OVERVIEW:** Collaborating with and reporting directly to the Board of Directors, the Executive Director (ED) has overall strategic, operational, and financial responsibility for the organization’s fundraising, programs, staff, community outreach, and execution of its mission. Fundamental to this organization’s sustainability and success is a fundraising and development plan led by the Executive Director and supported by the Board and volunteer resources. This position is accountable for leading all fundraising efforts, engaging the Board in these efforts, and also serves as the Chief Development Officer for the organization.

This is a full-time, exempt position.

**PRIMARY RESPONSIBILITIES:**

**Leadership**

- Demonstrate and communicate the organization’s mission, vision, and values.
- Attend all Board meetings and update the Board on issues of importance to the organization.
- Work closely and collaboratively with the Board of Directors to meet strategic goals, establish policy, and enhance human and financial resources.
- Actively engage and energize Board members and volunteers, with a strong focus on cultivating and stewarding donor and funder relationships.
- Act as an ambassador and advocate for the mission by engaging with relevant associations and attending conferences to stay abreast of the field and further engage potential partnerships, collaborations, donors, and funders.

**Fundraising:**

- Lead the creation and implementation of a fundraising and development plan designed to raise funds needed for the annual operating budget and long-term objectives.
- Through robust fundraising, this position is accountable for developing diversified resources by cultivating foundations, corporate sponsors, individual donors, pursuing federal, state, and county government grants and contracts, and seeking strategic alliances, program partnerships, and joint ventures in concert with the Board.
- Identify and coordinate events that relate to the mission and provide significant unrestricted fundraising opportunities.
- Establish and manage software and data systems to monitor and track donors, thereby leveraging the knowledge to increase fundraising efforts.
- Oversee and monitor all grants and funding projects; prepare year-end reports.

**Financial Planning and Management:**

- Assess and assure the financial feasibility of current programs as well as that of all new initiatives.
- Assume responsibility for the financial health, stability, capacity, and planned growth of the organization.
- Along with the Finance Committee, monitor all finances and annual budget processes and work closely with the Board to ensure efficient and cost-effective operations.
- Along with the Finance Committee and a contracted CPA, maintain all necessary registrations and certifications to comply with state and federal requirements for non-profits.
- Ensure prompt and effective compliance with any relevant laws.

**Program Management:**

- Ensure the ongoing development and implementation of programs, educational and otherwise, that are consistent with the mission and meet the needs of the targeted community.
- Establish evaluation systems, metrics, and organizational processes to monitor and document program outcomes and improve service quality and impact.
- Ensure all projects and programs are completed in a timely manner and within budget, utilizing volunteer labor and donated materials as much as possible.

**Human Resources Planning and Management:**

- Effectively manage the organization's human resources, including volunteers and contracted services.
- Hire, train, supervise, and evaluate the staff.
- Lead, coach, develop, and retain a high-performance team in the implementation of the strategic goals.
- Conduct annual performance reviews and recommend merit increases accordingly.
- Develop and implement compensation and benefit plans, based upon the Board's direction.

**Operations:**

- Coordinate and implement technology, systems, and computer equipment needs as the organization grows. Recommend the same to the Board for approval and funding.
- In partnership with the Board, ensure the organization is compliant with government and funder regulations and requirements.
- Identify and evaluate risks to the organization's people, property, finances, reputation, and image, and implement measures to control such risks.

**Marketing and Communication:**

- Facilitate the development and implementation of communication, branding, and marketing strategies using traditional and digital communications, including social media.
- Act as an ambassador for the organization through building community engagement and seeking out collaborations, partnerships, and speaking opportunities to communicate the mission and cultivate funder and donor support.
- Work closely with the local foundations and non-profit leadership to build strategic relationships that increase the organization's impact and resources for growth.

**QUALIFICATIONS****REQUIRED**

- A mission-driven leader with professional integrity, compassion, fairness, and honesty in interactions with all parties
- 3+ years of management and team leadership experience, balancing decisive action with a collaborative spirit
- Significant fundraising experience or transferable skills from another sector
- Strong business development knowledge
- Exceptional organizational skills, including planning, delegation, program development, and task facilitation with attention to detail
- Strong analytical skills, including familiarity with evaluative techniques and the ability to interpret and use data for program improvement
- Proficiency with office technology and software for financial, customer relations, and document management
- Goal-oriented, decisive, collaborative, and strategic in optimizing both human and physical resources to meet organizational milestones
- Comfortable with public speaking and media engagement, alongside the ability to inspire and communicate effectively across diverse audiences
- Valid driver's license and reliable transportation
- Flexibility to lead and represent the organization during peak engagement hours, including evenings and weekends as needed

**PREFERRED**

- Bachelor's degree or higher
- 3+ years fundraising experience; CFRE credential a plus
- 5+ years business development knowledge
- Knowledge of local food systems, composting practices, or community-scale agriculture
- Experience with non-profit organizations and governance
- Experience coordinating and managing events

- Knowledge of marketing and communications
- Bilingual a plus

**COMMUNICATION SKILLS:**

Must have excellent interpersonal and communication skills using the English language. This role requires an articulate leader who can translate the organization’s mission into a compelling community narrative. Beyond excellent interpersonal skills, the candidate must demonstrate "narrative leadership"—the ability to write and speak with enough impact to inspire donors and influence public opinion. They must be comfortable addressing controversial topics with transparency and data-driven confidence, ensuring the organization’s voice is respected across all media and public forums.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

This can be a physically demanding position at times, in all temperatures and seasons, which may include field work that involves lifting and physical labor including setting up tents and tables at outdoor events.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, noting the fact the essential functions include physical labor, and the incumbent must be able to perform the physical aspects of the job. Other than the physical labor noted above, the usual office environment exists with frequent sitting, walking, and standing, and occasional climbing, stooping, kneeling, and balancing. Frequent use of eye, hand, and finger coordination enabling the use of office machinery. Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.

*Sunshine Community Compost is deeply committed to diversity, equity, accessibility, and inclusion. Research indicates that qualified women and individuals from underrepresented groups will often self-select out of job opportunities if they believe they don't fully meet every single requirement listed. We believe all people are capable of great things and encourage individuals who believe they have the skills necessary to thrive in this role to apply.*

**DISCLAIMER:** *Job descriptions are not meant to be all-inclusive, and the job itself is subject to change. Nothing in this job description restricts the board's right to assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.*