

FARM TO TABLE EXECUTIVE DIRECTOR JOB DESCRIPTION

Farm to Table is dedicated to building a local, healthy, equitable and sustainable food system through education and advocacy. Farm to Table firmly believes that access to food is a basic human right. We also affirm that access to regionally grown healthy and culturally relevant food is paramount to the health and economic wellbeing and sustainability of communities. As such, our work is centered on investing in New Mexico's communities, farmers and ranchers, children, and the environment. Meaningful connections with individuals and organizations that support New Mexico's food and agriculture systems is critical to its success.

Position Summary

The Executive Director will provide visionary leadership, ensuring the sustainable growth and impact of the organization. This role combines strategic planning, community outreach, fundraising, communication, program development, and partnerships to advance our mission and strengthen organizational capacity.

Key Responsibilities

- **Strategic Leadership**
 - Execute a multi-year strategic plan in collaboration with the board.
 - Oversee day-to-day operations, ensuring alignment with mission, values, and goals.
- **Community Outreach**
 - Cultivate relationships with local stakeholders, including community groups, government agencies, and media.
 - Represent the organization at public events, coalitions, national and state meetings, conferences, and other public forums, serving as the primary spokesperson and ambassador for the organization.
- **Fundraising**
 - Design and implement a comprehensive fundraising strategy (individual giving, major gifts, corporate sponsorships, grants).
 - Oversee donor communications, stewardship, and recognition programs.
 - Prepare persuasive proposals and impact reports.
- **Program Development & Evaluation**
 - Design, launch, and enhance programs that advance our mission.
 - Establish metrics, collect data, and evaluate program outcomes.
 - Ensure compliance with all funder and regulatory requirements.
- **Financial & Operational Management**
 - Develop and manage annual budget; monitor financial performance and cash flow.
 - Ensure strong internal controls, risk management, and nonprofit best practices.
 - Supervise administrative systems, technology, and facilities.
- **Board & Governance**
 - Partner with the board of directors on governance, policy development, and board recruitment.
 - Provide timely reports on organizational performance and strategic initiatives.
- **Staff Leadership/ Human Resources**
 - Hire, mentor, and evaluate a diverse and skilled team.
 - Foster an inclusive culture of collaboration, accountability, and professional growth.

- Communications
 - Serve as primary spokesperson, representing Farm to Table with media, policymakers, funders, and partners.
 - Lead a clear, consistent communications strategy across press, digital, and public platforms.
 - Build visibility by cultivating media and community relationships.
 - Translate policy and program issues into accessible messages for diverse audiences.

Required Skills & Qualifications

- Minimum 7–10 years of progressive leadership experience in a nonprofit or mission-driven organization.
- Demonstrated success in outreach, coalition-building, and public speaking.
- Proven track record in fundraising, grant-writing, and donor cultivation.
- Skilled in program development and management, grant management and impact evaluation.
- Exceptional written and verbal communication skills, with ability to tailor messaging to diverse audiences.
- Financial acumen: budgeting, financial analysis, and resource allocation.
- Team-oriented leadership style with strong interpersonal and conflict-resolution skills.
- Knowledge of federal and state nonprofit regulations, compliance, and reporting.
- Familiarity with policy making and governmental processes at the local, state, federal and tribal levels.
- Strong relationships with the people and organizations that support NM's food and agricultural systems.
- Self-motivated.
- Master's degree in nonprofit management, public administration, or related field. Two years of relevant experience may substitute for 1 year of education.

Preferred Qualifications

- Experience working with a volunteer board, familiarity with Customer Relationship Management (CRM) and donor-management software.
- Bilingual (English/Spanish) skills and/or experience serving diverse cultural communities.

Working Environment

- Flexible schedule which may include occasional evenings and weekends.
- Located within easy access to Santa Fe and Albuquerque to attend the NM legislative session, agency meetings, and board meetings.
- Home office with ability to work efficiently.
- Moderate travel is required, both in-state and out-of-state.

Compensation & Benefits

- Competitive salary commensurate with experience.
- Comprehensive benefits package, including health insurance and retirement plan.
- Flexible work schedule and generous paid time off.

Farm to Table is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.