

GROWING HOME (GH)
Executive Director Search Announcement

Application Deadline: November 16th, 2018



Mortén Group

I. About the Organization

Since 2002, Growing Home (GH) has been Chicago's leading non-profit engaged in farm-based training for people with employment barriers. The organization envisions a world of healthy people and communities, grounded in a firm belief that everyone deserves to earn a living wage and have access to nutritious food choices. By providing 25 hours per week of paid on-the-job experience and job-readiness training at our farms to approximately 60 people per year, we have contributed to the lives of hundreds of workers, and thousands of their family members. As a leader in the urban agriculture movement, Growing Home strives to be a good, inclusive neighbor and community partner, offering additional services in Chicago's Englewood community where our farms are located. For more information about Growing Home's history, programmatic model, and impact, please visit our website (<http://growinghomeinc.org/>).

II. About the Position

Right now, Growing Home is positioned to expand its impact in exciting ways and wants to share this opportunity with a new Executive Director. The Executive Director of Growing Home will lead and oversee all affairs related to the organization and is responsible for the organization's consistent achievement of its mission and financial objectives. The successful candidate must be a skilled leader, prepared to drive the organization in a time of growth, comfortable working in a consensus-driven environment, and adept in building collaborative relationships with the staff, Board of Directors, and community. Based out of the Englewood neighborhood, the Executive Director manages a staff of 19 full-time employees, directly supervises the Chief Operating Officer (COO), Development Director (DD) and Chief Financial Officer (CFO), and reports to the Board of Directors.

III. Essential Responsibilities and Functions

Organizational Performance

- Works with the Board and leadership team to develop strategies for achieving mission, goals, and financial stability.
- Establishes ambitious goals for excellence and impact and initiates, maintains, and adapts programs.
- Drives Strategic Plan development, implementation, assessment, and review.
- Appropriately provides both support and leadership to the Board.
- Maintains and utilizes a working knowledge of significant developments and trends in the fields of: Urban Agriculture, Workforce Development, Social Enterprise, and Community Development.

Community Engagement and Leadership

- Serves as an effective, pro-active organizational spokesperson.
- Develops and maintains communication and marketing capacities in the organization.
- Builds respect and profile for the organization, taking an active leadership role in promoting community development in the Greater Englewood community.
- Positions GH as a leader in the fields in which it focuses: Urban Agriculture, Workforce Development, and Social Enterprise.

Management for Financial Sustainability

- Ensures that adequate funds are available to permit the organization to carry out its work and growth.
- Develops and executes ambitious, but achievable plans for resource development and social enterprise growth.

- Establishes positive stewardship and relationships with individual donors, with a focus on expanding the portfolio of major donors.
- Works with DD to develop and cultivate positive relationships with institutional funders, such as foundations, government agencies, corporations, and others.
- Works with DD to engage staff, Board, and volunteers in resource development.

Administration, Finance, and Human Capital Development

- Works closely and coordinates with the COO, CFO, and DD.
- Prepares and oversees an annual budget of \$1.8 million with the expectation of growth.
- Supports the development of policies and organizational culture that lead to recruitment and retention of highly capable and diverse staff.
- Supports the organization's effectiveness by personal engagement with staff members.
- Assures adequate control and accounting of all funds, including maintaining sound financial practices.
- Works with the staff, treasurer, and finance committee to prepare budgets and reports, monitor progress, and initiate changes (to operations and/or to budgets) as appropriate.
- Sees that official records and documents are retained; sees to compliance with federal, state, and local regulations (e.g. 990 forms, payroll withholding, etc.).

IV. Qualifications

Essential qualifications include:

- Minimum of 5 years executive experience in a comparable leadership role at a mission-driven organization;
- Positive, collaborative leadership style/approach;
- Comfort with public relations and public speaking, as well as communicating information to a wide range of audiences;
- Ability to work successfully with diverse audiences in the Chicagoland area;
- Demonstrated knowledge and significant experience in the fields of: Workforce Development, Social Enterprise, and Community Development;
- Experience and ability to partner, manage, and team with a strong and active Board of Directors;
- Strong financial acumen and operating experience;
- Possession of a wide network of professional contacts, including in the foundation/philanthropic community;
- Excellent verbal and written communication skill; and
- Demonstrated commitment to working with underserved communities.

Desired qualifications include:

- Demonstrated experience "growing" an organization;
- Experience overseeing a successful capital campaign;
- Experience overseeing facility development and management;
- Familiar with the Englewood neighborhood; and
- Knowledge and experience in urban agriculture.

V. Compensation and Benefits

This a full-time, salaried position with benefits. Compensation negotiable based on experience and commensurate with organizational salary structure.

VI. How to Apply

Growing Home has retained Morten Group, LLC to conduct this search. Applicants should email a cover letter and resume in PDF format to executivesearch@mortengroup.com with the subject line “GH – Executive Director Search.” Cover letters will be evaluated as a writing sample and should include the applicant’s salary requirements. Application materials must be directed to the email address indicated here. No phone calls, please.

Growing Home is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Applicants from historically underrepresented and/or marginalized communities, including people of color, are strongly encouraged to apply.