



## Sierra Harvest

313 Railroad Ave, Suite 201

Nevada City, CA 95959

530-265-2343 [www.sierraharvest.org](http://www.sierraharvest.org)

**Title:** Associate Director (AD)  
**Reports to:** Executive Director (ED)  
**Job status:** Part time, permanent  
**Location:** 313 Railroad Ave., Nevada City. Also includes travel to various program location such as schools, farms, conferences, board meetings, and donor cultivation visits.

### About Sierra Harvest

Sierra Harvest is a nonprofit dedicated to transforming lives and strengthening community through fresh, local, seasonal food. We train dozens of farmers, organize hundreds of community events, and educate over 9,500 school children. We envision a thriving local food economy and a network of financially viable farms providing good food for the community, where health and wellness is the norm and people of all ages are engaged in growing, harvesting, preparing, and sharing fresh food. We are creating a place where farmers thrive and residents of all ages have access to nutritious, whole food.

### Summary

The Associate Director (AD) plays a key role within the leadership team of Sierra Harvest, and is considered bench strength for the Executive Director (ED). The AD reports to the ED and is responsible for the organization's consistent achievement of its mission as well as select program and financial objectives. Special projects from the ED will be assigned occasionally that will contribute to the AD's professional development and personal growth. The AD contributes to the organization's long-range strategy, ensuring that SH makes consistent and timely progress towards achieving its mission. The AD oversees communications for the organization, speaks on behalf of the organization, and builds relationships that create sustainable funding and infrastructure for long-term operations. The AD leads program staff and volunteers to manage the daily operational activities of the organization.

### Duties and Responsibilities:

In program development, administration, and evaluation, the AD will:

- Assure that their assigned program managers are consistently achieving the organization's long-range strategy while making timely progress toward annual goals.
- Provide leadership in developing program and financial plans that meet community needs with their staff.
- Complete annual ends policy metrics with the ED and provide guidance on program evaluation and metrics to program managers in order to effectively evaluate program impact.
- Promote active and broad participation by volunteers in their assigned program areas.
- Maintain a working knowledge of significant developments and trends in the field.

In communications, the AD will:

- Manage communications for the organization including all print, news, social media, and radio providing relevant and timely content for target audiences.
- See that the ED is kept fully informed on the condition of their areas of responsibility and all important factors influencing it.
- Publicize the mission, goals, activities and impact of their assigned programs.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent their programs and point of view of the organization to agencies, organizations, and the general public.
- Provide timely reports to funders on program outcomes and significant accomplishments per funding source along with previews of future funding needs.

In relations with staff, the AD will:

- Be responsible for the recruitment and employment of all assigned programs including paid staff, contractors, and volunteers.
- Ensure that job descriptions and employment contracts are developed, that regular performance discussions and evaluations are held, and that sound human resource practices are in place.
- Support staff to ensure that programs are effective, evolving to the changing needs of the community, and meeting ends policy objectives.
- See that an effective program team, with appropriate provision for succession, is in place.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

In budget, finance, and governance the AD will:

- Be responsible for maintaining sound financial practices.
- Work with their program staff, Operations Director and ED in preparing a budget; see that their assigned programs operate within budget guidelines.
- Ensure that adequate funds are available to achieve program goals.
- Work with the ED to implement policies that minimize risk and exposure of Sierra Harvest assets.

In fund development, the AD will:

- Be part of the fund development team tasked with raising the annual budget of the organization.
- Steward individual donors on behalf of the organization.
- Bring in new donor prospects to the organization.
- Support Development Associate and program managers to submit grants for program areas that they manage.
- Speak on behalf of the organization at fundraising events.

### **Desired Skills and Qualifications:**

- Experience guiding cross-discipline team plans and activities while meeting goals and deadlines. Manage, develop and evaluate staff providing regular feedback that creates successful and accomplished managers.
- Ability to make firm, ethical and timely decisions that are communicated appropriately
- Ability to attract, motivate and cultivate donors, staff and volunteers
- Skilled at facilitating productive, action oriented, results based meetings

- Experience in program development from initial program research to full program implementation and evaluation
- Track record of building relationships that support program growth and impact
- Skilled at implementing a sustainable funding plan
- Experience developing and managing budgets
- Show strong attention to detail while guiding staff to build upon the vision of the organization
- Must have a strong alignment with the mission of Sierra Harvest and the ability to communicate, motivate and inspire others about Sierra Harvest's work with passion.
- Familiarity with trends in food access, health, nutrition, education, and agriculture.

**Hours:** 25-30h/week

**Compensation:** Commensurate with experience. Must work some nights and weekends only for event support.