



POSITION DESCRIPTION:  
**EXECUTIVE DIRECTOR**



**Allegheny Mountain Institute** (AMI) is a 501(c)3 non-profit organization working to cultivate healthy communities through food and education. We pursue our mission through a hands-on Farm and Food System Fellowship and farm-to-institution projects in Highland and Augusta Counties, VA. We are working to transform our local food system through educational programming and community-based collaboration.

**Mission:** to cultivate healthy communities through food and education

**Vision:** a thriving network of collaborative, vibrant communities who value the connection between food and health

**Values:** Community, Education, Environment, Equity, Health, & Integrity

## OUR STRATEGIES & PROGRAMS

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AMI strives to reach its mission through interrelated strategies:

**Strategy 1** - AMI implements an experiential Farm and Food System Fellowship that empowers individuals to become leaders in and advocates for a food system that is socially, environmentally, and economically just.

**Fellowship in Highland and Augusta Counties:** The [Fellowship](#), established in 2011, teaches regenerative agricultural methods, animal husbandry, whole foods preparation and preservation, community development, and food systems topics at the Allegheny Farm Campus. Fellows apply their training by working with AMI partners in Highland and Augusta Counties.

**Strategy 2** - AMI supports schools, hospitals, and organizations to integrate farming, nutritious vegetables, and related education into their food systems and outreach initiatives.

**Farm-to-Hospital in Fishersville, VA:** Since 2019, AMI has developed and operated the [AMI Farm at Augusta Health](#), a robust farm-to-hospital model. The four-season, one-acre vegetable farm on the Augusta Health campus grows 25,000 pounds of vegetables yearly. The farm offers patients, hospital staff, and visitors education and vegetables through clinically integrated programming.

**Farm-to-School in Waynesboro, VA:** In 2020, AMI embarked on an initiative with [Waynesboro Public Schools](#), focused on middle school engagement. The half-acre Waynesboro Educational Farm and courtyards serve as production and education spaces for students and teachers to engage in eco-literacy education while growing 7,000 pounds of vegetables yearly.

**Farm-to-School in Staunton, VA:** Since 2020, AMI has partnered with [Staunton City Schools](#) to develop and maintain the Learning Courtyard Garden at Bessie Weller Elementary for students and teachers to engage in garden-based experiential learning activities to support their education.

**Farm-to-Community in Monterey, VA:** [Allegheny Farm Educational Campus](#) grows and distributes approximately 2,500 pounds of vegetables to the Highland County community through donations and sales. Fellows also support farming and food related education, events, and initiatives.

**Strategy 3** - By participating in food coalitions, taking part in farmers markets, engaging instructors, and partnering with area farms and organizations, AMI continuously collaborates to share knowledge and resources in order to build a strong, equitable, and healthy food system.

## EXECUTIVE DIRECTOR POSITION OVERVIEW

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Reporting to the AMI Board of Directors (BOD), the Executive Director (ED) is responsible for the overall management of Allegheny Mountain Institute's staff, programs, finances, fundraising, and general execution of its mission and strategic plan.

The ED holds a senior leadership and management position for a complex non-profit organization with farms and educational programs operating from multiple work sites. The ideal candidate must have at least five years of experience in non-profit management, finance, personnel management, and fundraising. Applicants should possess a strong capacity to lead, organize, and motivate groups of people. The candidate should have considerable experience with community development, networking, communications, and human resource management. A strong commitment to regenerative agriculture, healthy food systems, and environmental sustainability is expected. The preferred candidate will have a passion for people, farming, gardening, community, and healthy food.

## ESSENTIAL RESPONSIBILITIES

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### **Leadership and Management**

- Uphold and amplify AMI's mission and vision while applying organizational values in all decisions
- Provide collaborative leadership to staff in the development and implementation of strategic plans for operations, educational programs, farms, partnerships, fundraising, professional development, and communications
- Support BOD decision-making on strategy, finances, board development, committee work, and meeting implementation by providing supporting documents, development of agendas, and bi-monthly organization report
- Develop and manage organizational policies
- Oversee the hiring, training, workflow retention, performance appraisals, and professional development of key staff

### **Finance and Operations**

- Develop yearly organizational budget with BOD Finance Committee
- Oversee organizational and staff budgets, finances, non-profit compliance calendar, payroll, and employee benefits, and ensure accurate and timely monthly accounting and reporting
- Oversee facilities management, including office spaces, farms, and construction projects
- Negotiate and oversee leases, legal documents, insurance requirements, and memorandums of agreements

### **Development and Communications**

- Act as a key point of contact with donors and funders and lead funding campaigns
- Create and implement yearly development plan with BOD Development Committee
- Act as principal spokesperson, negotiator, liaison, ambassador, and advocate with other organizations, donors, partners, local community groups, and government agencies
- Oversee publicity, marketing, communications, fundraising, grant efforts, and media promotion



## QUALIFICATIONS

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- Bachelor's degree and/or experience in a relevant field; Master's degree preferred and a minimum of five years of executive management experience, preferably in agriculture or a food-related nonprofit organization
- Experience in driving an organization through strategic planning and a vision-forward mindset
- Strong ability to lead people and teams in multiple locations while fostering collaboration across worksites and promoting creative problem-solving
- Experience with non-profit Board management, engagement, and development
- Demonstrated success in developing and implementing organizational and human resource policies, contracts, and memorandum of agreements in an accurate and equitable manner
- Demonstrated ability to secure funds from both the private and public sectors, steward individual donors, lead fundraising activities, and secure and manage grants
- Competency and experience with non-profit financial and fiscal management, reporting, and budgetary oversight
- Ability to communicate effectively with a variety of constituencies, including public speaking and meeting facilitation
- Skilled at managing and prioritizing multiple tasks, details, and competing priorities
- Competency in crisis and conflict management
- Demonstrated experience in outreach, marketing, and communications
- Knowledge of and commitment to sustainable food systems, conservation, healthful cooking and nutrition, regenerative agriculture, and facility management
- Computer and website proficiency to utilize software such as QuickBooks, Google Suite, Microsoft Office, Bloomerang, Wix, and Canva
- A valid driver's license with a good driving record

## SCHEDULE & LOCATION

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The AMI Executive Director is a regular full-time, non-exempt employee. The ED must be available to work occasional evenings and weekends and be willing to travel to rural work sites to provide leadership and supervision. A minimum of 70-80% of the time is in-person, mostly at AMI projects and partner organizations in Augusta and Highland Counties, VA.

## COMPENSATION

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The compensation package includes a salary of \$70-80K (commensurate with experience), health insurance benefits, workers' compensation, and paid time off.

## HOW TO APPLY

### SUBMIT YOUR APPLICATION HERE

The priority application deadline for this position is November 11, 2022, with an intended start date in early January, 2023. Applications will be accepted until the position is filled. Please send any questions to [EDSearch@amifellows.org](mailto:EDSearch@amifellows.org).

**Allegheny Mountain Institute**  
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