



## HELENA COMMUNITY GARDENS: EXECUTIVE DIRECTOR

Part-Time, Flexible Schedule, Work from Home

Helena Community Gardens (HCG) is a 501(c)3 non-profit organization that manages ten gardens across the Helena and East Helena communities. Dedicated to making gardens and freshly grown food accessible to all, HCG provides seeds, tools, healthy soil, and growing support to every level of gardener.

### DESCRIPTION:

Reporting to the Board of Directors, the Executive Director (ED) plays a dynamic role in managing HCG. As the sole paid staff member, the ED is responsible for conducting day-to-day operations, capacity-building and development of HCG. This position requires great communication and collaborative skills. The ED is engaging, confident, and positive in their interactions with gardeners, donors, and community partners alike.

The time commitment for the position varies throughout the year, but averages 15 hours weekly, with busy periods (spring and fall) requiring additional hours and slower periods (mid summer & winter) requiring fewer. The ED works remotely but is required to attend monthly board meetings, HCG events, and community meetings in Lewis & Clark County as needed.

### RESPONSIBILITIES:

#### Leadership

- Identify opportunities for program growth, innovation, and improvement.
- Build a community of gardeners, volunteers, partner organizations, and donors.
- Develop, retain, and lead a dedicated group of volunteers.
- Represent HCG as part of the local network of nonprofit organizations working towards food security, water/resource conservation, and health/nutrition education.

#### Fundraising and Grant Administration:

- Foster and grow HCG's individual donor base, incl. drafting appeals and fundraising messaging, community engagement, and positive relationship-building to HCG's donors
- Develop and submit grant proposals and reports in accordance with grant requirements.
- Ensure proper financial management of donations and grant funding, incl. reporting of grant funds.

## **Financial Management and Budgeting**

- Develop and manage the annual budget in collaboration with the Board of Directors.
- Work with the Treasurer to ensure accurate income and expense recording.
- Provide financial reports and analysis to the Board of Directors.

## **REQUIRED KNOWLEDGE, EXPERIENCE, AND SKILLS**

- Bachelor's degree
- Experience working in a nonprofit organization and with a Boards of Directors preferred.
- Fundraising experience, including donor development, grant writing and management preferred.
- Excellence in organizational management with the ability to coach, manage, and develop volunteers, set and achieve strategic objectives, and manage a budget.
- Marketing and Public Relations experience.
- Excellent communication and interpersonal skills.
- Accuracy, attention to detail, and self-direction.
- Computer literacy.

**To apply**, please submit a letter of interest along with a resume via email to [HelenaCommunityGardens@gmail.com](mailto:HelenaCommunityGardens@gmail.com)

**Schedule & Salary:** part-time, flexible schedule, 15-20 hours/week, work from home in Lewis & Clark County, \$1250 monthly salary

**Application deadline:** Application review will start on October 1, 2023. Applications after that date are encouraged and will be accepted on a rolling basis until the position is removed from the Helena Community Gardens website. We are hoping for a start date in the fall of 2023.