



Advocates for Urban Agriculture (AUA), a 501 c 3 organization, was founded in 2002 and is a coalition of individuals, organizations and businesses working to support and expand sustainable agriculture in the greater Chicago area, from home and community-based growing to market gardens and small farms. AUA's mission is to empower urban growers to foster thriving communities through sustainable agriculture and equitable food systems.

AUA envisions a flourishing food system that promotes sustainable food growing in the Chicago area as an integral part of community economic development, food security & sovereignty, environmental sustainability, and overall quality of life for the region, and in which practitioners, organizations, and residents can reap the benefits.

AUA's Board and staff work in concert with AUA's 2,300 plus members, partner organizations and businesses and local government in multiple ways. These include education and information sharing about good agricultural and business practices, participation in the development of progressive city and county policies that support urban farming and land access, and support for state legislation pursuant to these goals and values.

Sustainable food growing in the greater Chicago area is deeply rooted, robust and growing. So too is AUA. As Chicago's hub for urban agriculture, AUA is increasingly recognized by Chicago's food-system funders and government agencies as an important collective voice and effective partner in forging sound local food policies and related regulations. And now, upon a foundation of more than fifteen years, AUA is preparing the plans to expand its efforts with the goal of helping Chicago build an even more vigorous and sustainable food system.

AUA's Executive Director is a key player in the pursuit of this goal.

The AUA Board is seeking an individual with superior leadership skills and the knowledge, enthusiasm, energy, insight and commitment to fill this position and help lead both AUA and Chicago urban agriculture well into the future. For a complete job description and information about applying, please see below.

Position Title: Executive Director

Reports to: Advocates for Urban Agriculture Board of Directors

Supervises: Technical Assistance Manager, Outreach Manager

Position Purpose: The Executive Director is responsible for the organization's consistent achievement of its mission. The Executive Director is the primary communicator between AUA and its members, partner organizations, government agencies and funders; is the lead voice in representing AUA's position to various constituencies; and is responsible, in collaboration with Board members for achieving the organization's fundraising objectives and managing its overall financial affairs.

Responsibilities:

Organizational Performance

- Works with the board and leadership team to develop and lead strategies for achieving mission, goals and financial sustainability.
- Maintains and utilizes a working knowledge of significant developments and trends in the fields of sustainable and urban agriculture, community development and social enterprise, and local, regional and state policies that are needed or are in development that will have impact in these areas.
- Oversees strategic plan implementation, assesses and reviews program activities, and monitors need for change.
- Oversees and manages AUA Board participation through bi-monthly meetings, conference calls, and online communications.
- Oversees and supports Board and member activities in AUA task forces and partnerships; translates those activities into actionable plans.
- With the Board, actively identifies potential Board candidates who can strengthen AUA's representation and capacity.
- Develops and executes ambitious, but achievable plans for resource development, e.g., cultivate positive relationships with institutional funders such as foundations, government agencies, corporations, and others.

Community Engagement and Leadership

- Serves as an effective spokesperson. Represents the organization well to its constituencies, including AUA members, partner organizations, government agencies, elected officials, funders, media outlets, and the general public.
- Develops and effectively uses AUA's website, social media tools and face-to-face opportunities for communication.

- Oversees and manages the development and expansion of resources like AUA's Good Practices for Growing in Chicago program, Urban Agriculture Resource Guide and mapping project.
- Positions AUA as a leading voice in the development of sustainable food growing and related activities in urban, suburban and even rural settings where appropriate.

Administration, Finance and HR

- Supports the development of policies, systems and organizational culture that enable satisfying roles for current staff and ability to attract and retain additional staff in key positions as funding becomes available.
- Assures adequate control and accounting of all funds, including maintaining sound financial practices.
- Works with the Board 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; ensures compliance with federal, state and local regulations (examples: Form 990, payroll withholding).

Qualifications:

- A minimum of five years of nonprofit and advocacy experience, preferably in the fields of urban agriculture, sustainable agriculture, and/or local food systems.
- Strong familiarity with the Chicago region's urban agriculture and local food movement.
- Extensive experience working with diverse communities throughout Chicago and demonstrated use of cultural competence within those experiences.
- Business acumen, particularly a strong understanding of finance, budgeting, and reporting for a nonprofit organization.
- A collaborative and engaging personality with the ability to build positive relationships among a variety of constituents including staff, Board, funders, partners, and AUA members.
- Strong experience overseeing and developing creative programming in alignment with the organization's mission and funding.
- Prior experience with grant writing, fundraising and a high level of comfort in cultivating relationships with prospective funders.
- Bachelor's degree.

Physical Demands:

- Employee to work primarily in an office setting, with occasional visits to local farms and gardens
- Requires ability to engage in farm tasks (e.g using hand tools, shoveling, planting) on an occasional basis.
- Requires ability to use computers, telephones, and other office equipment.
- Requires ability to speak audibly and listen actively.
- Requires ability to lift up to 25 lbs.
- Requires ability to sit for long periods of time.
- May require periodic travel.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Status: This position is full-time, salaried, exempt, and at-will.

Equal Opportunity Statement: AUA works affirmatively to include diversity among its workforce and does not discriminate in the selection of its staff on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, income, marital status, or any other dimension of identity.

Compensation:

Compensation package is \$60,000 per annum, and includes health insurance and paid vacation.

Please send a cover letter and resume to jobs@auachicago.org by Friday, January 3, 2020.