

REAP FOOD GROUP

Position Description: Executive Director

What is REAP?

REAP Food Group is a growing and innovative 501(c)(3) nonprofit organization based in Madison, Wisconsin that supports actions and policies that will create a lasting foundation for thriving food system where everyone has equitable access to wholesome, local, sustainably raised food. We do this by:

- *Advocating* for policies that support an equitable and environmentally sustainable local food system that drives social and environmental justice, improved health, and economic development;
- *Creating* and supporting markets, infrastructure, and strategies that connect local farmers to institutional and individual buyers;
- *Amplifying* community-led solutions to overcome structural barriers to accessing local food through the intentional inclusion of diverse voices; and
- *Celebrating* with the community through sponsored events that highlight Dane County's and southern Wisconsin's abundance of wholesome, locally raised food.

Who is REAP looking for as its next Executive Director?

We are seeking a creative and principled community-facing Executive Director with the core values, operational management, fundraising, and food systems knowledge necessary to successfully guide REAP's work and strategic growth. The Executive Director should have the entrepreneurial mindset, food systems knowledge, and experience collaborating with diverse communities needed to co-create community-led solutions and policies that will remove barriers to equitable access to wholesome, local food for everyone.

What are the job responsibilities of the Executive Director?

Qualified applicants for this position will have a mixture of qualitative "soft" and "hard" skills indicating an ability to perform the job responsibilities described below.

Strategic Vision and Execution:

- *Grounded Visionary and Innovative Social Entrepreneur.* Identify the legal, economic and social structural barriers (including structural racism) to improving access to wholesome, locally raised food, and develop the strategies for overcoming and replacing those structures through policy advocacy, economic development, collaborative partnerships, and education.
- *Centered on Equity.* Collaborate with REAP's team members and Board of Directors to continually identify "blind spots" and challenge the organization's mission, vision, and values to ensure they align with bedrock principles of diversity, equity, and inclusion in the local food system.

Fundraising and Development:

- *Proven Fundraiser.* Oversee all fund development activities sufficient to sustain a nonprofit organization with an operating budget of \$1 million or more.
- *Genuine Networker and Storyteller.* Cultivate, maintain, and expand lasting relationships with individual donors and stakeholders based on support for REAP's work.

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- Visible Event Planner. Strategize and oversee the planning of successful strategic and mission-driven events that showcase REAP's network and impact in the community.

Community Leadership and Advocacy:

- Collaborative Partner. Form, maintain, and expand collaborative partnerships with diverse allies based on shared power to collectively implement programs that will build farm-to-institutional buyer capacity in southern Wisconsin, and improve equitable and inclusive access to wholesome, locally raised food.
- Policy Advocate. Work with community partners such as farmers, social justice advocates, small business owners, environmental advocates, health professionals, and public officials to advocate for specific policies that build a local and equitable food system that provides access to wholesome, locally raised food.
- Skilled and Persuasive Communicator. Through frequent public speaking and other media, educate and inform the community in Dane County and southern Wisconsin to advocate for a food system grounded in social and environmental justice, that improves public health, and expands economic development in the region and the state.

Operational Management:

- Recruiter and Talent Seeker. Attract, develop, retain and inspire highly qualified, diverse employees by creating a productive, motivating, flexible and empowering work environment and providing ongoing opportunities for professional development.
- Personnel Manager and Reflective Mentor. Set clear goals and expectations for team members, provide the tools and guidance that empower team members to achieve those goals, offer timely and helpful feedback on progress toward meeting those goals, and provide overall direction and guidance for the day-to-day activities of the REAP team.
- Administrator. Ensure all organizational documents are up-to-date and that accurate reporting to regulatory agencies is fulfilled, maintain strong internal financial controls, and perform day to day oversight of the organization's operating budget, fiscal health, and personnel and human resources matters.

Nonprofit Governance:

- Board Liaison. Regularly report to the Board of Directors on the status of internal and external issues affecting REAP and implement practices and processes to ensure clear and consistent communication between the team members and the Board of Directors and committees.
- Board Development. Leverage REAP's strong network to support the Board of Directors in the recruitment, orientation, and cultivation of new board members that reflect the diversity of the communities that REAP serves and REAP's organizational needs.

What are the qualifications for the Executive Director position?

In addition to the job responsibilities above, a successful applicant will have a minimum of six years of professional experience in progressively senior positions and at least three years of operational management experience at a nonprofit organization. Applicants fluent or proficient in both Spanish and English are desired. If you are bilingual, please state in your cover letter or resume the level of verbal and written fluency.

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REAP is an equal opportunity employer committed to diversity in the workplace. Diverse candidates with unique life experiences connected to food insecurity, sustainable agriculture, economic development or environmental justice are strongly encouraged to apply for this position.

What is the working environment at REAP?

The position is located in Madison, Wisconsin. All positions at REAP are permitted to operate remotely during the COVID-19 pandemic, with access to REAP's offices available in accordance with public health guidance from Dane County. This will be revisited as the situation continues to evolve. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions of the position.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, efforts, requirements or expectations of this position. The Board of Directors of REAP reserves the right to revise or amend this description, including based on input from applicants, to include or remove tasks as circumstances change and the needs of REAP so dictate.

What are the salary and benefits of the Executive Director position?

The salary for this position ranges from \$80,000-\$90,000 annually, depending on experience and qualifications. Benefits include:

- Health and dental insurance through Quartz and Delta Dental. REAP covers 80% of individual health and 50% of individual dental premiums. Eligible family members are covered at a rate of 20% for health and dental premiums.
- Salaried/full-time employees earn three weeks (120 hours) of paid personal time per year, accrued at a rate of 10 hours per pay period, increasing to four weeks (160 hours) starting on January 1st of the employee's three-year anniversary year.
- 10 paid holidays per year, and the office is closed from December 24 - January 2.
- Additional paid and unpaid family, parental and other forms of leave are available.
- Flexible/hybrid work schedule available.
- 401(k) retirement plan available. REAP provides employer match of up to \$75/mo.

How can interested candidates apply for the position?

Applicants can apply by submitting a resume and cover letter with at least three references at jobs@reapfoodgroup.org. The cover letter should address at least three of the five following questions, with each response limited to no more than 150 words.

- Please describe an instance in which you collaborated with or supported a diverse coalition of allies to work to remove a structural barrier to access to a social service or resource to an underserved community (e.g., clean air or water, healthcare, public transportation, food security, etc.).
- Please provide an example of your success in fundraising for a nonprofit organization, including details of the fundraising campaign, the amount raised, the duration of the fundraising effort, and any lessons learned from the fundraising effort.

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- Do you view yourself as a social entrepreneur? If so, why? How might you apply social entrepreneurship, including any relationships you may have with local producers, to the structural barriers we face in creating an equitable and sustainable local food system in southern Wisconsin?
- Please describe your personal experience, if any, with food insecurity, poverty, or discrimination of any kind, and how you would use your role as Executive Director of REAP to take on those issues in Dane County and southern Wisconsin.
- Please provide an example of how you responded to a conflict among diverse allies or individuals (either within or outside of your organization), what strategies you used to resolve the conflict, whether those strategies were successful, and what lessons you learned from the experience.

In addition, applicants are welcome to submit a video (taken on a smartphone, for example), no more than three minutes in length, describing their interest in and qualifications for this position.

Interviews for this position will begin on a rolling basis in mid-February, 2022.

Start Date: Monday, April 11, 2022

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