



Alice Ferguson Foundation Position Description

The Alice Ferguson Foundation was established in 1954. The Alice Ferguson Foundation's mission is to connect people to the natural world, sustainable agricultural practices, and the cultural heritage of their local watershed through education, stewardship, and advocacy.

POSITION TITLE: Executive Director

FULL TIME or PART TIME: Full Time

COMPENSATION: Salary commensurate with experience in the range of \$110,000 - \$125,00

REGULAR or TEMPORARY: Regular

FLSA CLASSIFICATION: Exempt

REPORTS TO: Board of Directors

I. POSITION DESCRIPTION

The Executive Director works in partnership with the Board of Directors and staff. S/he will have overall strategic and operational responsibility for Alice Ferguson Foundation's (AFF) staff, programs, expansion, risk management, (internal and external) communications, and execution of its mission. S/he will maintain a knowledge of core programs, operations, fundraising, operations and be the chief 'face' of AFF to local, regional and national constituents. In particular, this E.D. will be responsible for navigating AFF through its next evolutionary phase as an organization.

II. RESPONSIBILITIES

Leadership, Management, Fundraising and Communications:

- Responsible for the development and implementation of the foundation's educational programs that carry out the organization's mission at the Hard Bargain Farm Environmental Center and outreach programs in the community, schools and national parks.
- Responsible for the fiscal integrity of the foundation by preparing and adhering to an annual budget. S/he ensures maximum resource utilization and maintenance of the organization in a positive financial position as laid out by the Board and strategic goals
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve long term sustainability and strategic goals
- Actively engage and energize AFF volunteers, board members, event committees, alumni, partnering organizations, and funders
- Develop, maintain, and support a strong board of directors; serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as for activating new programming to support financial sustainability
- Lead, coach, develop, and retain AFF high-performance senior management team
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents
- Be an external local and regional presence that publishes and communicates program results with an emphasis on the successes of the program

- Leverage partnerships in regional markets, establishing and generating new relationships with the funders and political and community leaders
- Participate in special events such as Potomac River Watershed Clean-up, Pinot on the Potomac, and membership events. (which may often be in the evening or over weekends).
- Other duties as assigned by the Executive Committee of the Board

III. SCOPE OF WORK

The core of the position primarily requires light office work. The position however requires navigating a 300+ acre property (including Piscataway Park) inclusive of a farm, hills and significant uneven land. Further it regularly requires visiting commensurate properties in the region that have similar terrain. S/he must possess the ability to speak, hear, and write as well as the ability to use a computer and related software programs, and lift up to 20 lbs. Regional travel will be required, as is a car.

IV. AFF CODE OF CONDUCT

Professional Standards of Conduct

- Exhibit teamwork and cooperation by sharing knowledge, coordinating duties with other staff, and demonstrating the willingness to assist others as needed.
- Exhibit leadership by taking initiative, mentoring and problem-solving.
- Dress appropriately, use time wisely and meet deadlines.
- Treat staff members, students, teachers, partners and visitors with courtesy and respect.
- Initiate and respond positively to suggestions for improving service.
- Communicate effectively orally and in writing.
- Assist in documenting AFF activities via digital images and video.
- Maintain confidentiality of privileged and sensitive information.
- Promote and support the values and mission of AFF in all outreach and visitor contact.
- Facilitate a strong working relationship with the Board of Directors and its committees.
- Serve as support staff to Board committees.
- Provide advice, counsel, and support to staff and the Board of Directors.

V. QUALIFICATIONS

The E.D. will be demonstrably committed to AFF's mission. The E.D. should have proven leadership, coaching and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Advanced degree or professional designation such as an MBA, with at least 10 years of increasing or senior management experience
- Track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth and fiscal sustainability
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a board of directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures

- Strong written and verbal communication skills;
- Persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

To apply, send resume to apply@fergusonfoundation.org.

Equal Opportunity Employer / Minorities / Female / Disabled / Veteran

The Alice Ferguson Foundation is committed to promoting diversity, equity, and inclusion in all aspects of our work and at all levels of staff and governance. We honor the beliefs, attitudes, languages, interpersonal styles, and values of all individuals. We are dedicated to enhancing opportunities for people with different backgrounds, experiences, and perspectives to collectively accomplish the mission of the Alice Ferguson Foundation.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.