



POSITION AVAILABLE

EXECUTIVE DIRECTOR, UNITY GARDENS

Part-Time

SUMMARY: Unity Gardens, a non-profit organization based in Anne Arundel County that provides grants to volunteers for conservation landscaping in Anne Arundel County, seeks a part-time Executive Director. The Executive Director is the key management leader of Unity Gardens and sole paid staff member. This individual is responsible for overseeing the administration, programs, and strategic plan of the organization. The position reports directly to the Board of Directors. The time commitment for the Executive Director varies throughout the year, but averages 10 hours weekly, with busy periods (fall and spring) requiring additional hours and slow periods (mid summer) requiring fewer. The Executive Director works remotely but is required to attend monthly board meetings, which are sometimes in person. Attendance at occasional functions in or near Annapolis, MD may also be required.

GENERAL RESPONSIBILITIES:

1) Board Governance: Works with the Board to fulfill the organization's mission.

- Responsible for leading Unity Gardens and working with officers of the Board in a manner that supports and guides the organization's mission.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Works with Treasurer to ensure that income and expenses are recorded accurately

2) Grant Administration: Oversees the full process of spring and fall grant cycles.

- Solicit, receive and log grant proposals, and manage the grant selection process with the help of the Board.
- Responsible for dispersal of checks and for serving as the first point of contact to grantees and potential grantees throughout the year.
- Review Final Reports and close out grants as they are completed.

3) Fundraising:

- Oversee the annual spring speaker series
 - With the help of the Board, secure a venue, speaker, and sponsors for this March event.
 - Responsible for overseeing sponsor communications and graphic design of program and materials
- Individual Donations
 - Write and distribute end of year fundraising appeal letters to donors.
 - Acknowledge donations in a timely manner.
 - Maintain donor records.
- County Grant Proposal: Write and report on the annual County grant proposal in order to maintain County funding.
- Work with the Board to represent Unity Gardens as part of GreenGive, a collaborative local fundraising initiative involving other local nonprofits.

4) Organizational Communications:

- Maintain website, social media pages, and e-newsletter for the organization, and/or supervise and support the Board's participation in these activities.

5) Organizational Operations

- Responsible for effective administration of Unity Gardens operations.
- Responsible for solicitation letters and acknowledgments.
- Work with the Board Treasurer to maintain all financial documents.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- May be required to list personal home address on documents in which a PO Box is not acceptable.

Professional Qualifications:

- A Bachelor's Degree or an Associates Degree
- Transparent and high integrity leadership.
- Strong organizational abilities including planning, program development, and task facilitation and completion.

- Ability to articulate a vision of Unity Gardens' strategic future to board, volunteers, donors and community partners.
- Skills to collaborate with and motivate board members and other volunteers.
- Ability to interface and engage diverse volunteer, community, and donor groups.
- Familiarity with Google Workspace, MS Office, and social media platforms.
- Experience with WordPress and WP Forms, Constant Contact, Cognito and/or programs to edit web content, create online forms, and communicate with constituents electronically is a plus
- Knowledge of processing payments using Stripe, Paypal, or other platforms is a plus.
- Knowledge of QuickBooks for Non-profits a plus
- Interest in knowledge of environmental issues, native plants, and community greening is a plus.
- Nonprofit management experience is a plus.
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector is a plus.

Resumes accepted until position is filled.

Please email resume to unitygardensaa@gmail.com.