



Posting Date: July 10, 2023

Open until filled.

To apply, please submit a cover letter (no more than 3 pages) and a resume referencing your life experience and work history as it pertains to the position duties and qualifications for this position detailed below. This is also the email contact to connect with any questions about the Alliance and this position.

info@landaccessalliance.org

In the subject line, please write: "Executive Director Position"

Job Description - Executive Director

LAA's Mission: To create land access opportunities for women, Black, Indigenous, People of Color, landless farmers and foragers for just participation in our local food system. We intentionally work in the spirit of reconciliation with land and people. *Tagline: Gathering land, sharing community, restoring trust.*

Job Title: Executive Director

Compensation: Salary \$55,000 (\$35.25/hour) (1560 hours/per year)

Pay period: bi-weekly

Vacation: 4 weeks (accrued hourly per paycheck);

Sick: 2 weeks (accrued hourly per paycheck);

Holidays: 12 total - New Years Day; President's Day; MLK Day; Memorial Day; Juneteenth, 4th of July; Labor Day; Indigenous People's Day, Thanksgiving and day after; 2 floating holidays

Health: Health Reimbursement Account \$250/month = \$3000/year

Retirement: up to 3% match = \$1650

Location: Virtual work with a base in Northeastern Minnesota preferred due to the need for travel, connections to community and land.

Position Summary: ED works to continue the great work that our core team and volunteers have started. Having a project champion who is passionate about LAA's vision will allow many of the goals that we have for ourselves to come to fruition.

Primary duties include implementation and facilitation of LAA's core mission and programs. These programs include (1) identifying and initiating acquisition of land parcels, (2) advertising and networking land availability to network of aspiring farmers/foragers in the area, (3) building and maintaining effective partnerships with other organizations and related state and local agencies, (4) developing and implementing strategic plans for the future, (5) fundraising and membership building, (6) budgeting, staffing, and grant reporting.

Specific Duties:

- **Collaborative Leadership:** Work with core team and board volunteers to facilitate the implementation of land protection and stewardship programs. Provide leadership, supervision, and personal efforts when necessary. Provide leadership and facilitation in developing an effective "team" of land protection and stewardship specialists. Ensure that all work follows LAA language, standards, and practices.
- **Fundraising:** Work with core team and board volunteers to facilitate successful fundraising, recruitment and retention, and capacity building activities. Provide leadership, supervision, and personal efforts when necessary. Provide leadership and facilitation in developing an effective "team" to fundraise, recruit and retain members, and build LAA's organizational capacity.
- **Financial Management and Organizational Stewardship:** Work with core team and board to conduct necessary business functions, including preparation of grant reports, budgets, and cash-flow estimates; development of policies and strategic plans; and the management of investments.
- **Land Acquisition and Stewardship:** Work with board, legal team and volunteers to acquire land; conservation and agricultural easements; and steward the land and easements under the organization's care.
- **Systems Change - Community Resilience, Wealth Sharing and Food Systems:** Participate in conversations with like-minded organizations, community members, policy makers and funders to dream of and build structures that support a just and equitable future for all.
- **Partnership Cultivation and Nurturing:** Develop relationships and provide mutual aid to organizations that intersect with the work that LAA is doing. LAA strongly believes that there is A LOT of good work being done within the food system sphere and we do not have to do everything. Rather we can amplify impact by working together and supporting each other.

Qualifications:

- Self-directed and comfortable working alone from home. While there is a dedicated team of board members and advisors, managing the work that needs to be done is a key role of the Executive Director.
- Demonstrated experience in successful grant procurement and management.
- Demonstration of a strong personal interest in, and conviction to, the land.
- Representation of population LAA serves.
- Strong network in Northeastern MN area in the areas of food systems and community engagement.
- Strong communication and leadership skills. The ability to speak effectively in public, work with the media, and interact well with a wide variety of people.
- Proficient with modern computer applications, including word processing, data storage and manipulation, development of visual presentations, and Internet research and communications.
- The ability to effectively lead, motivate, and work with a diverse staff and volunteers.
- The ability to act in a professional and courteous manner while at work and at all times in the community.

Working Conditions:

Duties are performed primarily in a virtual environment. Some travel is required to various locations in the region for meetings, conferences, workshops, and speaking engagements. Evening and weekend work is occasionally required.

Submit Application to:

Land Access Alliance

info@landaccessalliance.org

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