Native Seeds/SEARCH
Job Announcement: Executive Director
November 2020

Native Seeds/SEARCH seeks to find, protect, and preserve the seeds of the people of the Greater Southwest so that these arid adapted crops may benefit all peoples and nourish a changing world.

We envision the Greater Southwest as a place where farms and gardens, kitchens and tables, stores and restaurants are brimming with the full diversity of aridlands-adapted heirloom crops; people are keeping the unique seeds and agricultural heritage alive; and the crops, in turn, are nourishing humankind.

Executive Director

Reporting to the Board of Directors, the Executive Director (ED) is responsible for implementing the mission of Native Seeds/SEARCH, establishing and achieving major goals and objectives for the organization, and has overall day to day operational responsibility. The Executive Director represents the Organization to the community, partner organizations, supporters, and the general public. The Executive Director will:

Direct and oversee short and long-term strategies to achieve organizational objectives:

- Assure that strategy aligns with the organizational mission, and the organization makes consistent and timely progress towards those mission objectives.
- Develop and maintain respectful relationships with all our constituents, particularly partnerships with Native American communities.
- Cultivate an engaged and committed donor base (individual donors and grant-making organizations) to provide sustained financial security.
- Develop and expand Native Seeds/SEARCH visibility and reputation through outreach activities in the communities we serve.
- Develop and implement operational plans, policies, and goals that further the mission of the organization.
- Collaborate effectively with the Board and management team.

Develop and nurture an engaged workforce (staff and volunteers) committed to achievement of Native Seeds/SEARCH goals:

- Build and maintain a culture which attracts, retains, and motivates a diverse staff committed to the mission
- Operate with integrity and transparency, engage in effective and timely communication with Board and staff
- Lead, coach and develop the staff to create a high performing team
- Be responsible for the recruitment, employment, and release of all personnel, including regular performance reviews and corrective actions (as required).
- Ensure volunteers are engaged and recognized for their work.

Ensure the financial health of the organization and oversee the wise utilization of our resources:

- Work with the management and the Board in preparing a budget; see that the organization operates within budget guidelines.
- Lead fundraising efforts (grants and donations), to ensure that adequate funds are available to permit the organization to carry out its mission.
- Be responsible for developing and maintaining sound financial practices

Required Professional Qualifications

- BA or higher in Natural Resource Management, Sustainable Agriculture, Nonprofit Management, or related field
- 8+ years of management experience, including non-profit management
- Experience with strategic planning, budgeting, financial management, and personnel management.
- Demonstrated proficiency in fundraising, including grants, major gifts, and fundraising campaigns
- Cross-cultural collaboration experience, preferably with Indigenous communities
- Committed to justice, diversity, equity and inclusion
- Practices a collaborative approach which respects other people’s viewpoints and skills, combined with good listening and communication skills
- Values diversity and helps to create an organizational culture that appreciates and respects differences
- Displays integrity, self-confidence, persuasiveness, decisiveness, and creativity

Desired Qualifications

- Experience in plant propagation, indigenous foodways, and/or community farming
- Experience working in Indigenous communities and familiarity with Indigenous protocols
- Ability to manage a remote team and work with geographically dispersed partners
- Conservation science background with curatorial experience a plus
All applications should be submitted electronically to the Chair of the Search Committee: board@nativeseeds.org.

Applications must include a cover letter in which the applicant states why they are interested in the position and how their expertise and experience qualify them for the position; a current CV or resume; and a list of at least 3 professional references--who must be colleagues in their field, senior staff who have reported to them, or collaborators--with contact information. These references must have direct experience with them as leaders/managers or have adequate professional knowledge of their work to be able to provide a letter documenting the reference's knowledge of the applicant's experience and expertise. Letters from these individuals will be requested by the Search Committee Chair.

We will review applications as they are submitted. The position will remain open until filled.