



**TITLE:** Executive Director  
**REPORTS TO:** Board of Directors  
**STATUS:** 40 hours/week  
1.0 FTE  
Hybrid work model  
**FSLA:** Salaried, Exempt  
**SCHEDULE:** Must attend scheduled events and staff meetings through the year  
**SALARY:** \$61,000 - \$63,000/year

**MISSION:** Loveland Youth Gardeners (LYG) empowers youth facing challenges to cultivate life/work skills, environmental stewardship, and a spirit of community service, because everyone deserves to thrive.

**SUMMARY:** Loveland Youth Gardeners (LYG), a growing non-profit organization based in Loveland, Colorado, is seeking a compassionate, organized, and energetic leader to serve as Executive Director (ED). This position oversees all operations, programs and activities. This person will be the face and heart of the organization and be responsible for everything from daily operational tasks to fulfillment of the organization's mission, vision, and strategic plan. The Executive Director will be a thoughtful leader with a passion for serving youth, supporting the community, and cultivating our environment. LYG operates a 0.6 acre urban farm on property shared by the Loveland Youth Campus. The Executive Director will continue to support enhancements to the space and build partnerships to enhance LYG's impact on Northern Colorado.

The Executive Director is responsible for all organizational activities, including strategic planning, fundraising, grants writing, program execution, financial management, and marketing communications, to ensure LYG achieves its mission. In addition to strong organizational leadership, the ED is the public face of the organization, and is responsible for connecting with students, staff, volunteers, families, donors, and the community. This position requires a passion for youth, the ability to easily build meaningful relationships, and strong organizational skills. The Executive Director reports directly to the Board of Directors.

## **ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:**

The following are illustrative of the primary functions of this position and are not intended to be all inclusive:

### ***Leadership***

- Demonstrates strong written and verbal communication skills
- Works with staff, board, and supporters to strategically implement LYG's mission and vision
- Recruits, hires and trains quality staff to meet the objectives of LYG
- Provides coaching, supervision and evaluation of staff to ensure their success
- Ensures (within budget constraints) that goals, plans, and milestones are set and followed
- Maintains and enhances a positive and supportive culture within LYG

### ***Program Development, Oversight, and Facilitation***

- Works with staff (Program Director) to ensure effective, high-quality programming consistent with LYG's mission and vision
- Supports Program Director with data tracking and uses evaluation results to further develop the programs
- Provides a continuum of services that supports students in reaching their potential

- Reviews and approves program policies and assures compliance with such policies
- Assures a safe environment and proper supervision for attendees of all youth programs
- Develops and maintains effective relationships with local school district personnel and other community agencies serving youth who face barriers or challenges
- Uses a variety of public relations strategies, including social media, to market/promote LYG programs
- Is able to teach and facilitate programming in the garden and in the classroom

### ***Fundraising, Grant Writing, and Resource Development***

- Develops and maintains effective relationships with community organizations that support LYG's mission
- Works with the BOD to develop a diversified and effective funding plan that will ensure long-term success of LYG
- Researches, prepares and submits grant proposals based upon financial guidelines approved by the BOD to various agencies, foundations, and related funding sources
- Manages a variety of grants to ensure compliance, reporting, and strong funder relationships
- Cultivates relationships with major donors and sponsors while also developing new donor relationships
- Helps maintain donor database
- Plans and organizes fundraising events and activities in conjunction with the BOD and committees (e.g. Loveland Garden Tour & Art Show, Fall Harvest Festival)
- Arranges and gives public presentations about the organization
- Oversees organizational marketing, including web site, newsletter, print, social media, and more.

### ***Financial and Operations Management***

- Ensures the fiscal integrity of the organization, including adherence to appropriate accounting principles and contractual agreements
- Develops the budget, in conjunction with the Treasurer, for approval by the BOD
- Oversees the on-going financial position, develops and tracks monthly and yearly expenditures, makes adjustments as necessary to ensure LYG is meeting budget and financial objectives, and collaborates regularly with the Treasurer and BOD on financial matters
- Uses technology tools for networking and/or fundraising efforts
- Oversees needed updates and enhancements to the farm site with respect to cost and implementation

### ***Human Resource Management***

- Oversees all aspects of recruitment, orientation, supervision and evaluation of the staff, independent contractors, and volunteers
- Inspires, supports, and motivates the staff and volunteers to successfully achieve goals
- Proposes salary recommendations for the staff to the BOD
- Implements personnel policies
- Mediates conflicts and arbitrates disagreements among LYG staff and volunteers
- Demonstrates continued gratitude and appreciation for staff, supporters, and volunteers

### ***Board Relationship***

- Understands and acknowledges the role of the ED and the role of the BOD
- Follows BOD procedures and policies for grants, personnel and financial management
- Prepares for and attends BOD meetings and other BOD functions
- Assists the BOD President in planning the agenda for BOD meetings
- Works collaboratively with the BOD to support the mission and vision of LYG
- Reports progress on ED goals to BOD
- Effectively and appropriately communicates with BOD members
- Works with BOD to create and distribute communications, including (without limitation) grant applications, annual reports, donor letters, brochures, etc.
- Assists BOD with recruitment of new members by referring names to the BOD President

Disclaimer: This description does not state or imply that the duties listed are the only duties to be performed by the Executive Director. Employees are required to follow job-related instructions and perform other job-related functions as may be determined by the BOD.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in related field (e.g. social work, nonprofit management, business administration, finance) is required. Master's degree and/or equivalent work experience preferred.

**Requirements:**

- Minimum two years leadership experience with proven organizational skills
- Experience working in a collaborative team environment
- Demonstrated ability to work independently
- Demonstrated organizational and record keeping skills
- Demonstrated communication skills (verbal and written)
- Self-motivated, cooperative, and flexible
- Demonstrated ability to work within a diverse community (people of different ages, abilities, and cultural backgrounds)
- Passion for LYG's mission and work
- Experience with event coordination and planning
- Ability to manage multiple projects, set priorities, and adhere to strict deadlines
- Familiar and proficient with G-Suite (Google Drive, Sheets, Docs, Calendar, Gmail), Microsoft Office, Adobe and computer applications
- Nonprofit development and/or business development
- Experience generating support through grants, foundations, corporations, fundraising events, and individual donors
- Excellent organizational skills, including the ability to effectively juggle multiple and/or competing priorities with a high attention to detail
- Direct supervision and staff/volunteer management experience
- Must be able to pass a background check and be eligible to work with youth per agency policies

**CORE VALUES**

- Positive relationships
- Respect for self, others, and environment
- Community Engagement
- Compassion
- Commitment
- Diversity
- Collaboration
- Interdependence

**SALARY & BENEFITS**

In addition to an annual salary of \$61,000 - \$63,000, the employee will receive additional benefits including a \$6,000 annual stipend for healthcare, funding for continuing education/professional development, holidays, paid vacation, and access to fresh produce, eggs, and honey.

## HOW TO APPLY

Please submit the following documents to LYG's Board President at [bod@lovelandyouthgardeners.org](mailto:bod@lovelandyouthgardeners.org). A single PDF is preferred. No phone calls, please.

- A cover letter stating your interest in the position and relevant qualifications
- A resume outlining your education, professional experience, and achievements
- Contact information for three professional references

For first round consideration, please apply by **11:59pm on Friday, August 1<sup>st</sup>, 2025**. Position will remain open until filled and after first round consideration, applications will be reviewed on a rolling basis.

Research shows that women and people of color are less likely to apply for jobs unless they believe they can perform every task listed within a job description. We are committed to finding the best candidate for the job, and that candidate may come from a less traditional background. LYG provides support for staff looking to learn new skills as part of their role. LYG may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.