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FARM**

...WHERE GOOD THINGS GROW

Executive Director

Friends of Ambler Farm Inc., a nonprofit organization located in Wilton CT, seeks a full-time Executive Director. The Executive Director reports to the Friends of Ambler Farm Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives. The Executive Director focuses on six areas: Strategy, Planning & Operations; Finance; Development; Human Resources; Marketing & Communications; and Administration.

Specific Duties and Responsibilities:

Strategy, Planning & Operations

- Manage the Farm's operations and act as liaison between Board of Directors and Staff. Work with Board to set strategic direction for Farm. Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee.
- Help manage meetings, set agendas and new Board member on-boarding process.
- Identify trends/opportunities in the marketplace. Champion new ideas. Analyze competition. Identify and address changing visitor needs and interests.
- Assess event and program portfolio mix on regular basis. Ensure ongoing program excellence and alignment to mission, as well as consistent quality of finance and administration, fundraising, communications and systems. Determine timelines and resources needed to achieve goals.
- Create a "best practices" collection regarding events, programs, marketing, etc. to improve efficiencies.
- Support staff to prioritize goals and secure resources to help them meet their objectives.
- Act as primary contact between Friends of Ambler Farm and Town of Wilton and foster a positive working relationship with Town employees and governing bodies.
- Lead creation and management of Public Private Partnership with Town of Wilton.
- Ensure the farm follows the Town of Wilton's Planning & Zoning restrictions.
- Act as Project Manager for the Raymond-Ambler House construction project.
- Act as Farm Ambassador, representing the Farm in a positive way and promoting its activities to the general public at all times.

Finance

- Maintain official records and documents and ensure compliance with federal, state and local regulations. Oversee annual financial audit, insurance audit and tax filing.
- Work with staff in preparing annual budgets and see that the organization operates within budget guidelines. Ensure appropriate accounting and spending of restricted funds.
- Identify non-recurring items for Town Budget submission and manage spending of annual Town Budget. Includes opening POs, securing multiple bids, and overseeing work projects.



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- Oversee Raymond-Ambler House funding sources/matching requirements and other restricted donations.
- Oversee Bookkeeper's quarterly Treasurer's Report presentation to the Board.
- Review and approve staff time-sheets. Sign checks and approve expenses.

Development

- Champion community outreach. Develop relationships with other community organizations and generate ideas for partnerships.
- Create initiatives to grow Membership. Lead annual appeal mailings.
- Cultivate relationships with key donors and with businesses for sponsorship opportunities.
- Research potential grant opportunities and apply for grants as appropriate.

Human Resources

- Lead, coach, develop, and retain Ambler Farm's staff. Maintain a climate which attracts, keeps and motivates top quality people, both staff and volunteers.
- Handle all HR related issues with Treasurer who acts as the Board HR Chair.
- Stay abreast of HR related legislation and information and implement new rules accordingly.
- Work with Exec Committee on compensation issues and hiring/firing. Lead annual staff evaluation reviews and recommend salary adjustments, with input/guidance from Exec Committee.
- Encourage staff development and education.
- Promote active and broad participation by volunteers, including Board members, in all areas of the Farm.
- Assist Board with coordinating and recruiting new Board members. Lead on-boarding of new Board members and staff.

Marketing + Communications

- Lead Marketing + Communications strategy and execution for the Farm. Includes content creation and management, website, eNewsletters, signage, flyers, articles membership renewal notices and mailings.
- Create 12-month forward-looking marketing plan/calendar with Program Director and Events Coordinator.
- Manage member, group sales and event registration database system (Altru).
- Work with Events Coordinator to create visually impactful social media campaign to increase Ambler Farm awareness and interest.
- Ensure consistent messaging and brand awareness, as well as adherence to Ambler Farm's visual identity in all communications.

Administration

- Book and manage rentals.
- Negotiate and renew leases.
- Create + manage farm-wide calendar + meetings schedule.
- Respond to all in-coming inquiries to the farm via email, phone.



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The Executive Director is required to attend all Board of Directors, Executive Committee and other Committee meetings. Must be able to work evenings and weekends, and is expected to attend all fundraising events. Executive Director candidates:

- Should have proven leadership, coaching, and relationship management experience;
- Must be highly organized, self-directed and able to work under tight deadlines, with attention to detail and assist with execution;
- Must be adept at multi-tasking and can navigate the many facets of the farm's operations;
- Strong written and verbal communication skills;
- Must have excellent interpersonal skills, and ability to work effectively in collaboration with diverse groups of people: staff, board members, volunteers, donors, sponsors, vendors and event/program attendees;
- Effectively address and resolve issues in a timely fashion;
- Demonstrate adaptability and flexibility;
- Must be proficient in MS Office, Google apps and Dropbox. Experience with Quickbooks, Wordpress and Blackbaud Altru (database management system) is a plus.

We invite interested candidates to send a resume and cover letter to Debbie Corrigan: deb@amblerfarm.org.