



Position: Executive Director

Organization: Soulful Seeds

Location: Reno, NV

Position Type: Full-time

Compensation: \$75,000- \$95,000

Reports to: Board of Directors

Overview: The Executive Director is the key management leader of Soulful Seeds, responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Responsibilities:

- **Leadership & Management:** Ensure ongoing programmatic excellence, rigorous program monitoring, and consistent quality of finance and administration, fundraising, communications, and systems.
- **Strategic Planning:** Lead, develop, and implement strategies that further the mission and vision of Soulful Seeds.
- **Fundraising & Development:** Oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals, and administering fundraising records and documentation.
- **Community Engagement:** Enhance Soulful Seeds' image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- **Financial Performance & Viability:** Develop resources sufficient to ensure the financial health of the organization.
- **Board Governance:** Communicate effectively with the Board and provide all information necessary for the Board to function properly and to make informed decisions.

Qualifications:

- Proven leadership, coaching, and relationship management experience.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience, including excellent donor relations skills and understanding of the funding community.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion for advancing food justice and improving social determinants of health, integrity, positive attitude, mission-driven, and self-directed.

This is a hybrid role with responsibilities performed on-site, in the community, and remotely.

Application Process: Interested candidates should submit a cover letter, three professional references and resume to hello@soulfulseedsnevada.org. Applications will be reviewed on a rolling basis until the position is filled.

This job description is a general guide and may be tailored to the specific needs of Soulful Seeds. For the most accurate and up-to-date information, please refer to the official Soulful Seeds website or contact their hiring committee directly.