



Job Description – Executive Director

(This is a Part Time contract position- 20 hours per week)

Salary: \$ negotiable

Filing will end: Friday, April 14th, 2023

Email resume and cover letter to: info @hpcgreenhouse.org

Experience Required: At least 3 years' experience in a supervisory capacity, experience in Fundraising. Computer skills and ability to use bookkeeping and record keeping software. Leadership skills desired in interacting with community leaders to seek collaboration and funding opportunities. Comfortable with Social Media Postings, Horticulture or Agriculture experience a plus.

Other Requirements:

Be flexible, responsible, preferably local, Spanish speaking is a plus, passionate about our mission. References, background checks and drug tests will be required. The schedule will be 20 hours per week, which will include weekends and school breaks.

Working Relationships:

1. Reports to the BOD
2. Interacts with Greenhouse Manager, Greenhouse committee members, Community Volunteers.
3. Interacts with donors and fundraising sources to promote The Greenhouse Project.
4. Interacts with city services & contracted businesses.
5. Ability to demonstrate skills in a leadership role.

Primary Responsibilities:

1. **Greenhouse Operations 50%-** Propose Budget to BOD, Supervision & Evaluation of Greenhouse Manager, Interacts with Accountant, Attends Quarterly BOD Meetings and provide report on operations & Completes tasks as assigned by the BOD.
2. **Community Outreach- 30%-** An important team member in Fundraising Operations - Coordinate with greenhouse manager on events, such as: Mother's Day plant sale, Pumpkin Patch, Halloween activity, holiday train show, small events/birthday parties. Identify New Revenue Streams, Maintain Donor Relations.
3. **Other 20%**

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