

Executive Director: Job Advertisement

Lead with Purpose: Executive Director Wanted!

Are you a visionary leader with a passion for sustainable agriculture, community health, and environmental stewardship? Do you thrive in dynamic environments, solving complex challenges with resilience and creativity? If you're ready to drive meaningful change and inspire others, we invite you to join us at the Allegheny Mountain Institute as our next Executive Director!

Position: Executive Director (Full-Time)

Location: *Hybrid* - Part remote and part on-site at Allegheny Mountain Institute (AMI) – Highland County, VA

About the Role: As the Executive Director (ED) of Allegheny Mountain Institute (AMI), you will be the driving force behind our mission to cultivate healthy communities through food and education. You'll lead our dedicated team, oversee operations, manage programs, and ensure financial stability, all while fostering strong relationships with stakeholders and the community. This is a role for a true leader—someone who can balance big-picture strategy with day-to-day operations and handle the evolving needs of a nonprofit with resilience and determination.

What We're Looking For: The ideal candidate for this position is a dynamic and highly functional leader with a proven track record of executive management. You're not just a problem solver—you're a strategic thinker who can adapt to challenges and keep the organization moving forward. With your passion for environmental stewardship and sustainable food systems, you'll help AMI continue to grow and make a real impact.

Key Responsibilities:

- Lead the organization's strategic direction and collaborate with the Board to execute long-term plans
- Oversee staff management, hiring, and professional development
- Develop and manage organizational budgets and finances
- Develop and oversee programs; ensure operational excellence and organizational compliance
- Drive fundraising efforts and secure funds through grant writing, donor relations, and partnerships
- Manage facilities, including the maintenance and oversight of AMI's 500+ acre property
- Serve as the face of AMI, advocating for our mission and building strong relationships with community groups, donors, and stakeholders

What You Bring:

- At least 3 years of executive management experience, ideally in a nonprofit setting related to agriculture or food systems
- Strong leadership skills and experience working with Boards of Directors
- Proven success in fundraising, financial management, and grant writing

- Ability to manage staff, facilities, and programs across multiple locations
- Excellent communication, organizational, and problem-solving abilities
- Passion for AMI's mission of sustainability, food systems, and community health
- Experience with QuickBooks, Google Workspace, and other relevant tools

Why Join AMI? At Allegheny Mountain Institute, we believe in the power of food to transform lives and communities. As Executive Director, you'll be at the helm of an organization that is making a real difference. You'll work alongside a passionate team, surrounded by the natural beauty of Highland County, VA, while contributing to a movement that connects people to the land and promotes healthful living.

Ready to Lead? If you are a forward-thinking, adaptable leader with a deep commitment to sustainability and community empowerment, we want to hear from you! Apply today to become the next Executive Director at Allegheny Mountain Institute and lead us in our mission to build a healthier, more resilient future.

Compensation: Competitive salary (\$60,000-\$75,000, commensurate with experience) plus benefits including workers' compensation, paid vacation, wellness leave, and holidays.

Executive Director: Section 4 - Job Descriptions

Title: Executive Director (ED), Allegheny Mountain Institute (AMI)

Position Overview:

The Executive Director (ED) is the chief executive of Allegheny Mountain Institute, responsible for overall management of the organization's staff, programs, finances, and strategic direction. Reporting to the AMI Board of Directors, the ED ensures the execution of AMI's mission and vision through effective leadership, strategic planning, fundraising, and community engagement. This role involves managing multiple programs across various locations, fostering relationships with stakeholders, and overseeing daily operations.

Who is a good fit for this role?

The ideal candidate for the Executive Director position at Allegheny Mountain Institute (AMI) is a dynamic leader with a deep commitment to sustainable food systems, community health, and environmental stewardship. This individual excels in executive management and is passionate about advancing AMI's mission of cultivating vibrant, resilient communities through food and education.

Key Attributes of a Strong Candidate:

1. **Proven Leadership and Management Skills:** You have a minimum of three years of executive management experience, preferably in a nonprofit organization, and ideally related to agriculture

or food systems. You have successfully led teams, managed complex projects, and navigated the challenges of organizational growth.

2. **Strategic Visionary:** You possess strong strategic planning abilities and can effectively develop and implement long-term plans to advance AMI's goals. Your experience includes collaborating with Boards of Directors to shape organizational strategy and ensuring its successful execution.
3. **Fundraising and Financial Acumen:** Your track record in fundraising is exemplary, with demonstrated success in securing and managing funds from both private and public sources. You are skilled in grant writing and financial management, capable of overseeing budgets, reporting, and donor relations.
4. **Community and Stakeholder Engagement:** You thrive in roles that require extensive community interaction and public speaking. Your experience in outreach, marketing, and building partnerships will help you effectively advocate for AMI and expand its network of supporters and collaborators.
5. **Operational Expertise:** You have experience managing facilities and overseeing property, and an understanding of farm management. Your organizational skills extend to managing day-to-day operations, staff performance, and ensuring that all aspects of the organization run smoothly.
6. **Retreat Operations:** You have significant experience in developing, promoting and managing educational retreats and workshops.
7. **Commitment to Health:** Your dedication to wellness, environmental stewardship, and community building aligns with AMI's mission. You are enthusiastic about working in a rural setting and committed to fostering a deeper connection between communities and healthful living and eating.
8. **Adaptability and Problem-Solving:** You excel in dynamic environments and are adept at solving complex problems with innovative solutions. Your ability to adapt to changing circumstances and effectively manage multiple priorities is crucial for success in this role.
9. **Technical Proficiency:** You are proficient in QuickBooks, Google Drive, Word, Excel, and other relevant tools that support effective management and communication.

If you are a strategic thinker with a passion for sustainable agriculture and community empowerment, and if you have the experience and skills to drive AMI's mission forward, we encourage you to apply for this impactful leadership position.

Our Organization: Allegheny Mountain Institute (AMI) is a 501(c)(3) nonprofit organization based in beautiful Highland County, Virginia. Founded in 2011, AMI's mission is to cultivate healthy communities through food and education. Through our programs, we strive to inspire a deeper connection to the land, promote environmental stewardship, and support the health of our community. At AMI, we are dedicated to creating a collaborative and supportive work environment where every team member contributes to our vision of a thriving network of communities that value the connection between food and health. We invite you to be a part of our mission to make a meaningful impact in our community and beyond.

Our Farm: AMI's Allegheny Farm is located between 4000 and 4400 feet in elevation on a 550-acre property in Highland County, VA. The farm borders Virginia's George Washington National Forest and West Virginia's Monongahela National Forest. The headwaters of the James, Potomac, and Greenbrier Rivers originate from a triple watershed divide located on the top hay field. The farm, homesteaded

around 100 years ago, has approximately 100 cleared acres. Despite being just 25 minutes from the picturesque town of Monterey, the farm offers a serene ecological sanctuary with diverse ecosystems, including red spruce groves, mixed hardwoods, old-growth rhododendron, and mountain laurel. The area features abundant wildlife, wildflowers, native edibles, medicinal plants, fungi, moss, and lichens. The climate is lush with average rainfall of 41.5 inches per year, cool summers, and a plant hardiness zone of 3-4 with about 120 frost-free days.

Qualifications:

Bachelor's degree required; Master's degree preferred.

Minimum of three years of executive management experience, preferably in a nonprofit organization related to agriculture or food.

Demonstrated leadership in strategic planning, fundraising, and program management.

Proven ability to secure and manage funds from private and public sources.

Experience in grant research, writing, and management.

Competence in nonprofit financial management, reporting, and budget oversight.

Knowledge of property and farm management.

Exceptional organizational, communication, and problem-solving skills.

Experience with outreach, marketing, and community engagement.

Proficiency in QuickBooks, Microsoft Office/Apple iWorks and Google Workspace

Valid driver's license with a good driving record.

Key Responsibilities:

Leadership & Management:

Communicate and implement AMI's vision and strategic plan.

Collaborate with the Board to develop and execute strategic and business plans.

Support Board activities, including meeting preparation and policy development.

Manage contracts, real estate, and insurance requirements.

Oversee hiring, training, performance evaluations, and professional development of staff.

Lead staff in developing and executing strategic plans for operations, programs, and fundraising.

Conduct regular staff meetings and oversee payroll and benefits administration.

Manage facilities, including office spaces, leases and subcontractors.

Develop, promote and manage educational retreats and workshops.

Facilities and Grounds Maintenance / Oversight:

Oversee maintenance and management of Allegheny Farm.

Community Engagement and Outreach:

Act as the principal spokesperson and advocate for AMI.

Oversee marketing, publicity, and communication efforts.

Develop and maintain relationships with donors, partners, community groups, and government agencies.

Administrative (and Financial Management):

Perform other duties as assigned by the Board of Directors.
Collaborate with the Board to develop the organizational budget and fundraising plan.
Lead fundraising activities and manage donor tracking and stewardship.
Oversee the organization's budget and financial reporting systems.
Write and manage grant applications and coordinate staff grant activities.

Staff Management:

Directly recruit, train, supervise, and evaluate paid employees.

Physical Requirements:

Sedentary work in an office environment with occasional physical activity.
Ability to lift up to 50 pounds occasionally and up to 10 pounds frequently.
Requires stooping, reaching, grasping, and repetitive motions.
Requires vocal communication, hearing, and visual acuity for driving and computer use.
Work is not subject to adverse environmental conditions.

Weekly Schedule:

Full-time position with flexibility for occasional evenings and weekends.
Travel to rural work sites as needed.

Reporting Structure:

The Executive Director reports to the Board of Directors.

Metrics for Role Success:

Successful execution of AMI's strategic plan and mission.
Effective management of programs, staff, and finances.
Achievement of fundraising goals and successful grant management.
Positive feedback from Board, staff, and community stakeholders.

Compensation:

Salary of \$60-75,000, commensurate with experience.
Workers Compensation coverage
Paid Vacation, Wellness Leave and Holidays