



**Native Seeds/SEARCH  
Job Description  
July 2016**

**Executive Director**

**MISSION AND VISION**

The mission of Native Seeds/SEARCH (Southwest Endangered Aridland Resources Clearing House) is to conserve, distribute, and document the adapted and diverse varieties of agricultural seeds, their wild relatives, and the roles these seeds play in the cultures of the American Southwest and Northwest Mexico.

We envision the Greater Southwest as a place where farms and gardens, kitchens and tables, stores and restaurants are brimming with the full diversity of aridlands-adapted heirloom crops; people are keeping the unique seeds and agricultural heritage alive; and the crops, in turn, are nourishing humankind.

**THE EXECUTIVE DIRECTOR (ED)**

The Executive Director is responsible for organizational leadership that successfully achieves the strategic program priorities established by the Board of Directors and Staff. The ED reports to the NS/S Board of Directors Executive Committee, working closely with the Board Chair. The ED has overall operational and strategic responsibility for the NS/S staff, programs, fiscal stability, and execution of the NS/S Mission, Vision, and Goals. The ED must have knowledge, experience, and passion in agricultural seed conservation and aridlands agriculture and their relationship for the future of food security.

## **RESPONSIBILITIES**

### **Leadership:**

- Lead organizational attainment of strategic priorities
- Lead board relationships, conduct board orientations, ensuring continuous support from the NS/S Board and their stewardship of NS/S
- Lead senior staff, ensuring collaborative teamwork
- Provide orientation to new Board members
- Serve as a non-voting member of the Board, attending all meetings and providing support for all Board Committees
- Maintain strong NS/S presence in the Southwest while expanding the NS/S reputation nationally and globally
- Ensure monitoring and updates of NS/S Strategic Plan

### **Operational and fiscal management:**

- Ensure fiscal stability of the organization
- Continuously develop a portfolio of diverse funding sources
- Ensure staff stability, providing transparency in NS/S operations, establishing commitment to staff diversity
- Recruit and retain highly qualified staff dedicated to the NS/S Mission, Vision, and Goals
- Provide professional opportunities for staff, including training and membership in approved professional organizations
- Develop and regularly update NS/S procedural manual
- Develop and regularly update NS/S staff manual
- Prepare and monitor income and expenditures using an annual budget, established with senior staff and the Board Executive Committee and approved by the Board
- Oversee all financial matters, ensuring that policies and procedures follow established accounting principles
- Ensure that an annual fiscal audit is conducted by a Certified Public Accountant
- Oversee all physical facilities, ensuring selection of cost-effective options and use of facilities to meet strategic priorities

### **Fundraising, Collaborations, Communications, and Advocacy:**

- Ensure financial stability of the organization through fundraising
- Oversee fundraising to meet strategic priorities
- Diversify funding portfolio
- Develop and maintain NS/S communications using diverse media, especially social media and internet media, along with local and regional print, audio and video media
- Engage staff, volunteers and community in education and advocacy for issues related to the NS/S Mission, such as food security, arid lands agriculture, and associated educational programs
- Ensure that NS/S has a commitment to cultural diversity
- Establish and maintain strong communications and collaborations with local and regional NGOs, governmental agencies, and educational institutions
- Oversee NS/S community events

### **Program Oversight and Planning:**

- Monitor and assess programs in terms of strategic priorities
- Ensure that NS/S is at the cutting edge for strategic program priorities, ensuring innovation at all levels
- Direct staff resources toward program needs in order to maintain program stability
- Ensure that established research programs are funded and maintained through grant support
- Ensure that programs operate with transparency, achieving the highest levels of trust from all—staff, volunteers, and the community

### **Risk Management:**

- Direct the continuous assessment and identification of risk to NS/S—its staff, Board, volunteers, finances, property and public image
- Establish measures to minimize identified risk
- Ensure that NS/S and its Board carries appropriate and adequate insurance coverage

## **QUALIFICATIONS**

### **Education:**

- Master's degree in a related discipline or a minimum of 10 years' experience in leading a complex, non-profit organization

### **Experience:**

- Management in a non-profit or educational institution; minimum of 10 years
- Advocacy, research and/or educational leadership in fields related to the NS/S mission
- Demonstrated experience in successful fundraising
- Demonstrated experience in successful grantsmanship
- Demonstrated leadership characterized by transparency and shared governance
- Demonstrated experience working with diverse communities, particularly within the Southwest