



**THE COMMON ACRE**  
*Imagination in Place*

## **THE COMMON ACRE**

### **Executive Director Job Description**

*The Common Acre is an Equal Opportunity Employer. Employment policies and programs of The Common Acre are nondiscriminatory in regard to race, gender, religion, age, national origin, disability, veteran status or sexual orientation. All potential candidates who identify as Black, Indigenous, person of color, immigrant, living with a disability, low-income, or LGBTQ+ are highly encouraged to apply.*

### **Background**

The Common Acre's (TCA) mission is to restore relationships between people and the land through ecology, agriculture, and art.

We are a small, grassroots non-profit organization that manages community garden sites throughout Seattle, a large habitat restoration site in upper Rainier Beach, and pollinator activities at SeaTac Airport.

We are led by a majority BIPOC board of directors, and our staff is majority BIPOC. We are an equity and community-driven and focused organization.

### **Role Objective**

The next Executive Director of TCA will be responsible for growing relationships and revenues, creating new management systems, and enlarging our impact in the community. A successful candidate will act through an equity lens in all of their work with TCA and the broader community.

### **Equity Driven Leadership**

- Develop an organizational culture which promotes transparency, collaboration, as well as racial equity and social justice policies across the organization.
- Ensure TCA's programming and workshops include a wide range of perspectives, stories, creators, and educators, so that diverse audiences and students can see themselves reflected on-screen and throughout their workshops.
- Center anti-oppression values in all aspects of TCA, ensuring strategies evolve with shifting trends.

### **Organizational Development**

- Drive growth and strength of the organization and its impact by improving, creating and implementing sustainable staffing structures, development and marketing systems and strategies, and evaluation systems; including evaluating areas for program improvement;
- Ensure that adequate funds (i.e. cashflow) are available to permit the organization to carry out its work;
- Oversee and manage business registration, tax filings, insurance, and organizational compliance;
- Oversee financial matters together with accountant, including tracking of expenses and accounts payable, and developing and monitoring budgets; Provide the Board with regular financial and organizational reports;
- Manage staff, hiring, and human resources administration. Oversee staff in volunteer coordination and help improve and implement new systems;
- Build and execute a development strategy to strengthen donor stewardship program, diversify funding streams, and reach long term financial sustainability;
- Work with Grants Contractor to execute annual grants plan and oversee grant writing, provide supporting materials to Grant Writer;
- Drive and implement an annual development plan.

### **Fieldwork**

- Build and sustain relationships with the project community (Port of Seattle, Cascade, 24th & Main, Wetmore, The Green Line, T-Mobile Park Garden) as well as overall farm maintenance, and volunteer oversight with assistance from the field team;
- Operational Support across all TCA field project sites to include:
  - Training, management, and weekly oversight of Farm Coordinators;
  - Communications and relationship building with Landowning agencies;
  - Pursuit and compliance with relevant permits;
  - Project management and direct oversight of sub-contractors;
  - Seed inventory, ordering, and starting;
  - Hauling and coordination of project materials;
  - Landscape monitoring, design, and work planning;
  - Irrigation installation and maintenance;
  - Managing weekly produce delivery.

### **Community Work**

- Coordination & management of volunteers and community events;
- Coordination of community outreach efforts to engage and build relationships with residents and organizations within our program areas; specifically to cultivate relationships with other Black, Indigenous, and People of Color-led organizations;
- Nurture TCA's work of building relationships and partnering with local Coast Salish Tribes, focusing on our desire to dismantle settler colonial structures;
- Planning and attending community outreach activities and participating in on-site field programming activities. This position requires a strong connection to the surrounding community and southeast Seattle.

### **Desired Experience**

- Experience managing the business affairs of an organization required, with leadership experience in the non-profit environment highly desirable;
- Experience managing agricultural activity required;
- Experience managing teams required;
- Experience raising money in a non-profit environment highly desirable;
- Experience working with boards highly desirable;

### **Compensation**

- This is a full-time, exempt position, reporting to the board of directors, estimated at around 30 hours per week
- Compensation of \$65,000 per year
- Generous vacation time
- State and city mandated sick and family medical leave
- No health benefits at this time, but can be built into future budgets

Our relationship with the Port of Seattle will require our Executive Director to be fully vaccinated.

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**TO APPLY:** please send a letter expressing your interest and a resume, or some other means of similar information, such as a video, to [scarecrow@commonacre.org](mailto:scarecrow@commonacre.org).

***This position is open until filled, with priority consideration given to candidates that apply before March 31.***