

WHIDBEY ISLAND NOURISHES EXECUTIVE DIRECTOR POSITION DESCRIPTION

MISSION

Whidbey Island Nourishes (WIN) is a nonprofit organization dedicated to nourishing youth on South Whidbey Island

POSITION SUMMARY AND PURPOSE

Under the general direction of the Board of Directors, the Executive Director provides strategic leadership, oversight, and operational management for Whidbey Island Nourishes. This role ensures WIN fulfills its mission, implements strategic goals, and operates efficiently. The Executive Director supervises staff and volunteers, maintains clear communication with the Board, and represents WIN within the community.

SPECIFIC RESPONSIBILITIES INCLUDE THE FOLLOWING:

A. Board Relations

- Collaborate with the Board of Directors to develop, implement, and uphold WIN's mission, goals, and governance processes.
- Provide timely updates on organizational progress, challenges, and opportunities.

B. Strategic Planning and Vision

- Lead and support the implementation of WIN's strategic plans to ensure healthy organizational growth and measurable impact.
- Collaborate with the Board, staff, and volunteers to continually refine WIN's strategic direction.

C. Development & Fundraising

- Oversee grant research, proposal development, submission, and reporting. Work closely with the Grant Committee to identify funding opportunities and maintain compliance with grant requirements.
- Cultivate relationships with funding organizations and key stakeholders.
- Foster a culture of philanthropy, empowering stakeholders to see themselves as ambassadors in the community.
- Support the Board's fundraising and development plans, and create conditions for long-term fundraising success.

D. Program Development & Operations

- Oversee the design, delivery, and evaluation of WIN's programs to ensure measurable community impact and continuous improvement.
- Represent WIN on the South Whidbey School Farms (SWSF) Management Team, supporting nutrition education initiatives and the Farm's AmeriCorps team.
- Ensure compliance with health, safety, and building regulations, South Whidbey School District policies, and insurance requirements.

E. People Management

- Set clear expectations, provide regular constructive feedback, and support professional development for staff.
- Maintain and expand a robust volunteer program, including recruitment, training, retention, and recognition strategies to ensure program sustainability.
- Ensure compliance with organizational policies and employment laws, addressing challenges proactively and promoting a positive, supportive work environment.

F. Operational Leadership and Flexibility

- Demonstrate operational flexibility by stepping into various roles as needed to address organizational challenges, support program delivery, or manage staffing gaps.
- Lead by example in times of transition or crisis, maintaining a focus on the organization's mission while ensuring continuity in operations.
- Adapt leadership style to meet the unique needs of the organization, staff, volunteers, and community partners, remaining responsive to changing circumstances.
- Foster a culture of flexibility within the team, encouraging innovation and collaboration to address new opportunities and challenges as they arise.

G. Financial Management

- Prepare and recommend an annual budget for Board approval that aligns with the organization's opportunities, constraints, and values.
- Oversee day-to-day financial operations, including general bookkeeping that monitors cash flow, managing expenses within the approved budget, and ensuring efficient use of resources.

- Work with the Board Treasurer, bookkeeper, and accountant to ensure accurate financial management, including budgeting, reporting, and compliance with state and federal requirements.
- Maintain the fiscal sponsorship of the South Whidbey School Farms (SWSF) Program in accordance with the established MOU.

H. Risk Management

- Identify, assess, and mitigate risks across all areas of the organization, including programs, staffing, financial stability, and legal compliance. Develop strategies to proactively address potential risks and minimize the impact of unforeseen challenges. Ensure that the organization is protected against liabilities and aligns with regulatory requirements.

I. Community Partnerships & Engagement

- Represent WIN's mission and programs to community partners, stakeholders, and the broader community through meetings, presentations, social media, and print materials.
- Build and strengthen collaborative partnerships that enhance WIN's impact and visibility in the community.

J. Operations and Technology

- Ensure WIN has the effective technology systems to support fundraising and donor relations, communication, operations, and data management.
- Maintain and regularly update the WIN website to ensure accurate, engaging, and timely information for donors, clients, and the community.