

Associate Director Position

Holistic Management International

Supervisor: Executive Director

Holistic Management International (HMI): Since 1984, HMI has helped communities grow and thrive by educating family farmers and ranchers and pastoralists in regenerative agricultural practices that empower them to strengthen their businesses, produce healthier food, improve local wildlife habitats and protect the environment. Our mission is to educate people in regenerative agriculture for healthy land and thriving communities.

Position Description

Reporting to the Executive Director and the Board of Directors, the Associate Director will help lead HMI strategic and operational efforts in a manner that promotes the organization's mission and delivers consistent and high quality programs, financial management and administration, fundraising, communications, and organizational systems. Duties and Responsibilities include assisting the Executive Director in:

1) *Strategic and Operational Leadership*

- Help develop, maintain, and support a strong Board of Directors and Advisory Council through communicating effectively and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Work proactively with staff and Board to develop and ensure strategic plans are active and engaged, including recommending timelines and resources needed to achieve the strategic goals.
- Oversee operations, resources, programs, and excellence, ensuring compliance with all applicable laws and regulations.
- Collaborate closely with and support the Program Director to insure programmatic excellence in daily execution of program, constituent engagement and responsiveness to community need.
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2) *Communications and Fundraising:*

- Implement and steward revenue generating and fundraising activities to support existing program operations and strategic improvement plans in service of HMI's mission including grant proposal writing and reporting.
- Work with ED and Communications Director to support HMI's communications programs in multiple channels -- including web, social, and in-person -- to increase community awareness and create new partnership opportunities.
- Serve as a spokesperson to HMI's constituents, the media and the general public.

3) *Financial Management and Human Resources:*

- Develop and maintain sound organizational policies, procedures, and practices that protect and improve the financial health of the organization, including oversight of daily financial tasks.
- Work with ED to develop and submit a proposed annual budget to the Board of Directors and monthly financial statements which accurately reflect the financial condition of the organization.
- Establish and maintain employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit, ensuring sound human resource practices are in place across the organization.

- Work closely with the ED and Program Director to implement recruitment, employment, management, and release of all personnel, both paid staff and contractors and volunteers.
- Encourage internal leadership and staff development and assist all program staff in creating short-term and long-term development goals.

4) *Other Operational and Strategic Responsibilities:*

- Collaborate with the Program Director to bring in unique activities, services, and experiences for program participants, establishing and managing relationships with organizations and individuals to strategically enhance mission achievement.
- Review and prepare for approval all contracts for services, agreements, and other instruments made and entered into and on behalf of the organization.
- Program development and implementation as needed.
- Other duties as assigned by the ED.

Professional Qualifications:

- A Bachelor's degree and 5+ years of demonstrated experience in a relevant leadership role and/or increasing levels of responsibility in nonprofit, education, agricultural, or other related field.
- Holistic Management training and/or practice strongly preferred.
- Has experience leading, planning, and managing in an entrepreneurial, customer service oriented setting
- Strong analytical, critical thinking and problem-solving skills
- Ability to navigate a broad range of strategic issues and make decisions that balance the needs of multiple stakeholders
- Transparent and high integrity leadership
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of HMI's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Strong written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Use of Microsoft Office products and Wordpress commensurate with the demands of the position.

Leadership Skills

- Thoughtfully considers the impact of decisions, and facilitates resolutions that protect the organization's interests
- Holds high standards for project management while empowering others to proactively and creatively problem-solve, and model versatility and collaboration for the organization
- Develop collaborative and trusted working relationships with regional, international, and external stakeholders
- Demonstrates a deep conviction to HMI's mission and our commitment to Holistic Management and collaborating effectively with our Certified Educators and the regenerative agriculture community.

Strategy, Planning & Performance Management Skills

- Build vision and lead strategic planning to drive excellence in HMI programming and stakeholder engagement
- Lead annual and multi-year planning process for operations and manage execution of annual and long term plans
- Oversee the development and implementation of progress monitoring systems to assess all aspects of operational health

Salary and Benefits

- Salary \$80,000 - \$90,000 (dependent on skills and experience)
- \$250/mth Stipend toward group healthcare plan.
- Voluntary Benefits (Supplemental Life, Dental, Vision, Short Term Disability, and Long-Term Disability, etc.)
- 403 (b) savings program
- Generous time off program includes 18 days of holidays plus 12 hours/month sick leave and vacation
- Other great benefits (Healthcare Flexible Spending Account and flex-time.)