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## **ORGANIZATION SUMMARY**

Farmers' Legal Action Group (FLAG) is seeking a dynamic Executive Director to lead the organization and ensure continued excellence in fulfilling its mission.

FLAG is a national nonprofit law firm dedicated to providing legal services and support to family farmers and their communities in order to help keep family farmers on the land. Founded in 1986 in response to the farm credit crisis, FLAG has a well-developed expertise in topics essential for the survival of small family farms, and plays a vital role in the many conversations about building a more equitable and sustainable food system for our community. In recent years, FLAG has worked extensively with Minnesota's growing immigrant farming communities, and serves as an educational resource for other farm advocacy and direct-service organizations.

## **JOB RESPONSIBILITIES**

### **1. Strategy development to achieve mission**

- Working with Board of Directors and staff, develop a shared vision for the future of the organization
- Develop appropriate long-range goals and programs to achieve the mission
- In conjunction with Board of Directors and staff, develop program opportunities, help prioritize program work, and help to guide scheduling of work
- Ensure continued highest commitment to excellence in work product
- Work in collaboration with program staff to evaluate program work

### **2. Provide leadership to all fundraising efforts and initiatives**

- Bring a passion for and commitment to fundraising
- Responsible for ensuring financial sustainability of the organization
- Oversee all fundraising efforts, including grant writing, individual donor initiatives, and government contracts
- Ensure achievement of funding commitments
- Maintain positive relationships in the funding community

### **3. Maintain visibility of the organization**

- Represent FLAG in the agriculture community and promote awareness of its mission
- Build alliances and partnerships with related organizations
  - Advocacy on behalf of family farmers, as time permits

4. Manage internal operations

- Supervise staff members
- Work with staff to implement FLAG's mission
- Responsible for human resources and personnel matters
- Management of all benefits programs
- Implement sound financial and organizational policies and procedures
- Develop, implement, and monitor budgets
- Manage annual audit process and preparation of organizational tax returns
- Ensure correct billing and allocation to grant resources
- Ensure continued legal and regulatory compliance in all matters
- Ensure staff and work continue to meet the highest standards of ethics

5. Work with Board of Directors regarding organization governance

- Provide Board with timely information regarding finances and program development
- With Board President, set up and manage in-person and telephone meetings
- Provide guidance and support to committees and coordinate and schedule committee meetings

**QUALIFICATIONS**

The ideal candidate for this position will have:

- Significant experience as an executive leader, executive director, or similar position
- Demonstrated experience and a successful track record in resource development, including grant writing
- Proven managerial, problem-solving, strategic planning, budgeting, marketing, and communications experience in the nonprofit sector
- An understanding of agriculture, agricultural law, and/or agriculture policy
- A commitment to social justice
- A commitment to diversity, internally and in establishing and implementing programs
- An ability to lead and inspire a team in a collaborative setting
- Experience creating and sustaining partnerships and collaborations
- Excellent oral and written communications skills
- Experience meeting deadlines and ability to manage many tasks and programs simultaneously
- Utmost commitment to the highest ethics and commitment to excellence in general
- J.D. degree is strongly preferred
- Experience in the delivery of legal services to low-income individuals a plus

**COMPENSATION:** Depends on experience.

**BENEFITS:** FLAG offers excellent benefits, including health and dental coverage.

**EOE:** FLAG is an equal opportunity employer and encourages applications from women and people of color.

**APPLICATIONS:** E-mail (1) a cover letter explaining qualifications for and interest in position; (2) résumé; and (3) list of three references to: [hiring16@flaginc.org](mailto:hiring16@flaginc.org)