



# THE GREEN URBAN LUNCH BOX

## EXECUTIVE DIRECTOR POSITION DESCRIPTION

The Green Urban Lunch Box (GULB) is a Salt Lake County-based nonprofit organization that facilitates connections to food and community and works to reduce food insecurity. We envision a strong network of communities centered around the cultivation of fresh, healthy food, and we achieve this through our programs, Back-Farms, FruitShare, SFI, and CSA programs.

### **GULB's Current Programs:**

- **Back-Farms:** GULB's longest running program, a yard-sharing initiative that transforms seniors backyard spaces into productive urban farms, creating intergenerational communities centered around healthy, locally grown produce, and distributes produce through Free Farm Stands to low-income seniors at Salt Lake senior centers.
- **FruitShare:** Mobilizes volunteers to harvest urban fruit trees, shares the bounty among homeowners, volunteers, community partners, and local hunger relief outlets, and positively impacts the environment by fully harvesting local fruit trees that would otherwise go to waste.
- **Small Farm Initiative (SFI):** A hands-on farmer training program that empowers young entrepreneurs with the skills and resources to become the next generation of urban farmers.
- **Community Supported Agriculture (CSA):** Distributes locally grown fruit harvested through the FruitShare program and produce grown on our main urban farm in South Salt Lake.

### **Position Summary:**

GULB seeks a full-time Executive Director with a strong focus on operations oversight. The Executive Director will be responsible for managing the day-to-day operations, ensuring the effectiveness of our programs, maintaining the financial health of the organization, maintaining and expanding our community partnerships, and working closely with the Board on development and fundraising. The Executive Director will report to the Board of Directors. The ideal candidate will possess exceptional leadership, organizational, and strategic planning skills.

### **Executive Director Responsibilities:**

#### ***Operations Management (55%)***

- Oversee and manage daily operations of all GULB programs to ensure program goals are met, maintaining high standards of efficiency and effectiveness.
- Supervise program staff and foster a collaborative and productive work environment.
- Implement and monitor operational policies and procedures.
- Regularly evaluate program performance, staffing, finances, and impact, making adjustments as necessary to improve outcomes.
- Collaborate with the Board on the development and implementation of the strategic plan.
- Ensure compliance with all local, state, and federal regulations.



### ***Financial Oversight (20%)***

- Create, manage, and grow an annual budget of approximately \$300,000.
- Track revenue streams and manage expenditures to ensure financial stability of the organization and programs.
- Prepare financial reports for the Board of Directors and grant funders.

### ***Fundraising and Development (25%)***

- Oversee and direct all fundraising efforts in coordination with the Development Committee.
- Serve as the spokesperson to GULB constituencies, including customers, volunteers, partners, donors, media, and the local community.
- Develop and maintain relationships with donors, funders, and partners.
- Track prior grants and seek out opportunities for new grants.
- Lead the preparation and submission of grant proposals and management of grant reports.

### **Preferred Qualifications:**

- Passion for food justice, urban farming, food production, and gleaning.
- 3+ years of program development and administrative experience.
- Proven experience in operational management and fundraising.
- Experience working collaboratively and connecting with diverse individuals.
- Associate or bachelor's degree.

### **Salary and Benefits:**

- Salary range: \$55-75k, depending on experience, skills, and time commitment as approved by the Board.
- Benefits include a flexible PTO schedule, flexible working hours, and a 20-week CSA share.
- This is a Salt Lake County-based position.

### **Diversity Statement:**

The Green Urban Lunch Box is an inclusive organization that values candidates with diverse backgrounds and life experiences. We do not discriminate based on sex, color, disability, age, military status, gender identity, pregnancy, or national identity.

### **How to apply:**

If you are a strategic thinker with a passion for operational excellence and a commitment to our mission, we encourage you to apply for the Executive Director position at The Green Urban Lunch Box.

- Please submit a resume and cover letter to [meaghan@gulb.org](mailto:meaghan@gulb.org) and include “Executive Director Position” in the subject line.
- The Board will review applications on a rolling basis and contact qualified applicants for an interview.
- Please contact us via email at [meaghan@gulb.org](mailto:meaghan@gulb.org) with any questions about the position.