

Tahoe Food Hub

Tahoe Food Hub is a 501(c)(3) non-profit organization based in Truckee, CA. The organization was founded in 2013 to be a hub for local, sustainably grown food. TFH's mission is to provide a food system that supports regenerative and sustainable farming practices by increasing access to local food in North Lake Tahoe. By addressing local food access challenges at a system level, we create a hub for local food. A local food system benefits diversified family farms looking for fair market opportunities while increasing access to local food for our mountain community.



Executive Director - Position Description

TFH is seeking a visionary, values-driven, and team-oriented individual to lead the organization as Executive Director. In consultation with the Board of Directors, partners, and key staff members, the ED will be responsible for shaping the vision and future direction of the organization. In addition to overseeing all aspects of TFH's operations, key areas of responsibility will include program management, fundraising, and communications. The ideal candidate will possess a passion for local food and agriculture, non-profit management experience, and a track record of building and maintaining strong relationships in our mountain community.

At the core of the organization's mission is our Farm-to-Market earned income model--a unique approach to local food procurement and distribution. As a non-profit organization, we prioritize paying local farmers a fair price over profits and focus on expanding access to healthy food for those in our community whose nutritional needs are currently not being met. Our F2M program is comprised of the Harvest to Order online marketplace, a wholesale program with room to grow, and a retail store open to the public located in Truckee, CA.

The Executive Director reports directly to the TFH board of directors and is based out of the organization's headquarters in Truckee, CA. It is anticipated that some remote work will be possible, however it is expected that the Executive Director will work largely in the office to start. The ideal start date will be in early 2024 or earlier, depending on the identification of qualified candidates.

Duties and Responsibilities

The Executive Director will provide strategic leadership and direction for accomplishing current programming and operations, and will explore new opportunities for organizational growth and sustainability.

1) Farm to Market

- Working closely with the Program and Communications Manager, develop and implement plans to grow revenue from main market vehicles (H2O, Farmacy, and Wholesale) while maintaining our commitment to our non-profit's mission
- Lead the organization's transition to becoming a certified organic food handler by early March 2024
- Coordinate weekly volunteer outreach and build a long-term volunteer plan to provide added support to staff

2) Fundraising and Financial Management

- Oversee all financial and fundraising activities to ensure long-term financial stability for TFH
- Work with the Board to develop and approve an annual organizational budget
- Work with the Bookkeeper on payroll and proactively manage labor expenses
- Maintain relationships with existing funders and proactively seek out new opportunities to significantly grow revenue from grants and donations in the next 1-3 years
- Develop a grant calendar and lead annual year-end fundraising campaigns
- Serve as the lead contact for individual donors and at community fundraising events

3) Marketing, Communications, and Events

- Working closely with the Program and Communications Manager, develop and implement a marketing and communications strategy
- Set yearly goals for growth of social media accounts, email lists, website visitors, and additional key KPIs
- Steward and grow relationships with key media and partner contacts
- Create an annual report to share with supporters, donors, and community members, highlighting the impact of TFH's work
- Coordinate with the Program and Communications manager on planning events, securing volunteers, and building out an events calendar

4) Programs

- Working closely with the Program and Communications Manager, develop an understanding of the Giving Box program and develop strategies for increasing number of boxes given out, number community members served, and other key KPIs
- Strengthen relationships with farm-to-school partners while seeking additional partnerships with schools districts in the surrounding region

5) Board Engagement and Management

- Develop and maintain relationships with Board members while helping to identify 4-6 new individuals to join the board in the next 12-18 months
- Keep the Board apprised of major developments, issues, and accomplishments through regular written and oral communications
- Help plan for and hold quarterly Board meeting (3 remote, 1 in person)

6) Administration and Logistics

- Supervise all staff members while setting up a new organizational chart and reporting structure
- Manage all HR functions, including hiring, developing staff improvement plans if needed, and building a yearly staff review process
- Set weekly staff schedule
- Ensure all relevant business licenses, accounts, and materials are up-to-date
- Develop and maintain systems for capturing and storing key organizational information
- Coordinate and/or delegate maintenance of vehicles
- Collaborate with cold storage partners to negotiate lease agreements

Compensation and Benefits

Although TFH is currently a small organization, we recognize the importance of offering a competitive compensation and benefits package to address the increasingly high cost of living in communities around North Lake Tahoe. Compensation for the Executive Director is currently set at an annual salary range of \$65,000 - \$85,000 depending on experience.

Benefits include 2-weeks paid vacation and three paid sick days. Health benefits include major medical insurance paid at 85% employer and 15% employee and access to Aflac accidental insurance. All employees get 25% OFF all store purchases.