

January 29, 2012

Community Food Initiatives is seeking applicants for our Executive Director position.

More information about CFI can be found at www.communityfoodinitiatives.org

Please send your resume and cover letter to:

Tom Redfern, CFI Board Chair
Community Food Initiatives
94 Columbus Rd.
Athens, OH 45701

**Executive Director
Community Food Initiatives**

Community Food Initiatives (CFI) is a grassroots non-profit organization promoting a local food movement that expands fair access to fresh and nutritious food for all the people of Appalachian Ohio. The Executive Director provides direction and leadership in achieving the organization's mission and manages aspects of CFI operations. The Executive Director reports to the Board of Directors. This position is 32 hours per week with regular office hours.

The responsibilities of the Executive Director include:

- Fundraising, grant development and management
- Membership development
- Marketing, publicity and public relations
- Developing and sustaining partnerships and alliances with other organizations in the community
- Budgeting and fiscal management
- Hiring, supervising and evaluating staff
- Recruiting and working with volunteers
- Monitoring CFI's various programs and assessing future directions and opportunities for the organization to meet the needs of the community
- Preparing reports for and meeting with the Board of Directors
- Routine administrative tasks as necessary

Qualifications include:

- Grant writing and management experience
- People skills
- Management skills
- Familiarity with local food systems
- 2 years of college or commensurate experience
- Experience working in a membership organization will be valued