

JOB POSTING: Executive Director (half-time)

[Boston Farms Community Land Trust](#) is seeking a driven, personable, entrepreneurial manager and visionary to oversee the development and stewardship of urban farmsites (with an emphasis on promoting neighborhood leadership of the organization), and to raise resources to support the mission.

Hours: Half-time (20 hours/week, semi-flexible scheduling)

Location: Fowler Clark Epstein Farm, 487 Norfolk St, Mattapan (*some remote work possible, particularly during the pandemic*)

Start Date: March 1, 2021

Compensation: \$40-50/hour depending on experience, plus part-time-equivalent vacation benefits

Responsibilities:

- Oversee the organization, steward the mission, and implement foundational organizational procedures
- Collaboratively design and implement neighborhood leadership across all parts of the organization
- Conduct legal and financial management, including managing expenses (e.g. utilities, property taxes), accounting, taxes, insurance, and safety protocols
- Raise funding to sustain and grow the organization, with a focus on strong financial health
- Develop, facilitate, and support an effective Board of Directors
- Represent the organization externally and pursue public support, including regular communications

Requirements:

- Significant experience in program, campaign, community, and/or organizational management
- Significant experience in fundraising and public support (2021 operating budget is \$250K)
- Strong organization, communication, and community relations skills
- Comfort with Google Docs, Microsoft Word/Excel, or equivalent platforms
- Live close to our sites in Mattapan, Dorchester, and Roxbury; strong familiarity with Boston
- *Preferences:* Strong understanding of community organizing and collective ownership; General understanding of farming or gardening; General understanding of land development; Experience with organizational budgeting and accounting; Use of your own vehicle
- *Key Characteristics:* driven, self-motivated, self-directed, eager to learn, personable, diligent, flexible

About the Boston Farms Community Land Trust:

Boston Farms (bostonfarms.org) is a nonprofit, community land development and management organization. We build and protect urban farms across the neighborhoods of Roxbury, Dorchester, and Mattapan, making our farms accessible to Black and Brown neighborhood farmers and supporting their success. As a community land trust, we are structured to enact local and collective control of land. We own [5 sites](#) (4 are operational farms, and 1 will be developed in 2021), with plans to expand further over the coming years. In early 2020, the board adopted a [3-Year Strategic Plan \(2020-22\)](#). To date, Boston Farms has been led by its volunteer Board President, half-time paid Community Property Manager (hired November 2019), and an engaged 12-person Board, along with part-time farm development support, part-time grant writing support, and part-time administrative support. In 2021, we will also hire a half-time Farm Development Manager.

Please note: While our 2 open positions are framed separately as half-time roles, we also welcome applicants interested in a full-time role serving as both the Executive Director and [Farm Development Manager](#).

To Apply: Please be sure to read this posting thoroughly. If interested, please email your cover letter and resume to Dave Madan at info@bostonfarms.org, with the subject line 'Boston Farms ED Application'. We welcome diverse candidates and residents of our neighborhoods of Mattapan, Dorchester, and Roxbury.