

## **Hiram Farm Executive Director (Job Posting)**

Hiram Farm is a small non-profit social service organization located in Hiram, Portage County, Ohio. Founded in 2009, the Farm sits on 120 acres of beautiful property. The Farm's mission is to provide meaningful work for adults (farmers) with developmental disabilities with a focus on autism spectrum disorders. We operate a green farm, following organic principles that provide opportunities for these adults to grow, learn and work in a setting focused on respect and support for individuals and the environment. We pride ourselves on recognizing the unique qualities and needs of each farmer, addressing those needs appropriately. The agency is fluid regarding which services are provided on the day program continuum to meet the needs of those attending. Dignity, respect, and kindness are the trademarks of our staff and farmer interactions. Compensation is \$70,000-\$75,000 plus benefits based on experience and qualifications.

### **Position Summary**

The Executive Director, reporting to the Hiram Farm Board of Directors, provides leadership in implementing the strategic, programmatic, financial, administrative operations, and fundraising strategies of Hiram Farm.

### **Essential Responsibilities:**

Strategic Leadership:

- In conjunction with the Board of Directors, develop and implement strategic planning for the organization.
- Align practice and work of the staff and board with the mission, philosophy and strategic plan and organizational objectives.
- Lead communications and manage the work of the board along with Board President.
- Provide information and leadership to the board in helping to alert them to changing funding patterns, community needs, and to strategically modify organization programs and policies accordingly.

### **Fund Development:**

- In conjunction with the Board of Directors, develop and implement fundraising strategies for the organization.
- Represent the organization and develop and maintain relationships with individual donors, funders and leaders in the business community.
- Provide oversight and participate in planning of annual fundraising events.
- Provide oversight and participate in grant writing plan.

**Fiscal:**

- Provide oversight and manage the organization budget, cash flow and financial reporting with assistance of Office Manager, Treasurer and outside CPA.
- Maintain overall knowledge of financial threats.
- Maintain and seek out knowledge of financial opportunities.
- Provide oversight of agency contracts and Medicaid billing processes.
- Be able to work within financial software to ensure integrity of data.
- Track grant funds and stipulations.

**Management and Administrative:**

- Provide oversight and manage efficient operation of the agency including human resources, marketing, facility, property and technology management.
- Supervise, coach and develop management staff and oversee the supervision of DSPs to ensure client and organization goals are met.
- Create and nurture a culture that attracts and retains high-quality professionals and volunteers.
- Along with lead and management staff, ensure a robust and fulfilling volunteer program.
- Along with lead and management staff, ensure that all staff and volunteers receive the required training.
- Ensure the needed technology, ability to repair or upgrade technology and training is in place to meet the needs of the program (software, computers, tablets, walkies, bandwidth).
- Oversee social media platforms and website including updates and revisions.
- Oversee data hygiene within various platforms.
- Oversee parent communications and meetings
- Ensure compliance with Farm's lease agreement and works directly with property trustees on an ongoing basis.

**Programmatic:**

- Provide oversight in conjunction with lead and management staff to ensure strategic program development and achievement of quality programming for individual client/farmers including the Individual Support and Behavior Support Planning.
- Provide oversight in conjunction with lead and management staff to ensure the organization is following DODD requirements, Medicaid and other regulatory agencies, meeting appropriate outcomes.

- Provide oversight in conjunction with the Farm Manager and direct service staff to ensure proper farming, animal care and land maintenance in compliance with state, federal and accreditation requirements while also following organic principles.
- Advocate for resources and services for clients/farmers and farm as necessary.

**External:**

- Develop and maintain critical relationships with strategic partners including: Christian Church (Disciples of Christ), United Church of Christ, Hiram College, property trustees, Western Reserve Land Conservancy, various grantors, various state and county Department of Developmental Disabilities and government agencies.
- Represent the agency at various external events, meetings and speaking engagements with funders, government officials, and other stakeholders as it relates to driving the mission of the organization.

**Qualifications:**

- One year of full-time paid work experience with supervision of employees, development, oversight, and supervision of programs or services and financial management of an organization. (A letter on letterhead from a previous employer with contact information to be verified.)
- Either:  
One year of full-time (or equivalent part-time) paid work experience in the provision of specialized services to persons with developmental disabilities. (A letter on letterhead from a previous employer with contact information to be verified by DODD.) Resumes will not be accepted.  
Or:  
Documentation from a County Board, medical professional, or individual's ISP to show the applicant has four years of experience providing care to a family member with a developmental disability.
- Bachelor's degree required. Advanced degree preferred.
- Experience leading day service delivery model is strongly preferred.
- Experience in non-profit management.
- Experience in social media marketing.
- Experience with successful grant writing.
- Must pass a criminal background check per DODD rule, have a clear driving record and a clear screening for illegal substances

**Desired Skills and Abilities:**

- Effective team builder, unifier with strong leadership skills.
- Empathetic and inspiring leadership style.
- Effective decision-making skills and good judgement.
- Excellent in written communications and public speaking.

- Knowledge of Medicaid and Department of Developmental Disabilities.
- Knowledge of rules related to labor laws.
- Ability to navigate healthcare insurance renewals.
- Lead and participate in staff development activities, team and staff meetings.
- Ability to learn and embrace an organic and green approach to farming.
- Hands on approach and willingness to step in to help farmers and programming needs when needed.

Interested candidates, please email resume and cover letter to [hiramfarmhires@gmail.com](mailto:hiramfarmhires@gmail.com)