



SPACES OF OPPORTUNITY

Executive Director | Spaces of Opportunity

A start-up nonprofit, with deep community roots and 19-acres of land, home to community farmers, a budding farmers market and gathering space bringing health and wellness to the Roosevelt School District and South Phoenix communities.

Timeframe: Fulltime, with ideal start date in June/July

Compensation: \$105,000 to \$110,000, plus benefits and performance bonus

Location: Phoenix, in-person, with regular community-based meetings and on-site presence at Space of Opportunity

Reports To: Board of Directors

Further Reading: [Spaces Website](#), [Strategic Plan \(2021-2024\)](#), [Theory of Change](#)

Mission & Purpose

We encourage all interested applicants to review the Spaces of Opportunity website, Strategic Plan and Theory of Change linked above. These resources will help provide insight into the organization and its mission.

Vision & Approach

As a community, we value accessible, open communication that encourages collaboration, networking and the cross-pollination of ideas that result in intentional results and solutions. We thrive on transparency, open source sharing when possible, mutual support, and celebrate diverse perspectives and people. We intentionally seek out ways to make our organization and resources accessible to all communities. We are committed to building an equitable movement and organizational structure - one that works towards inclusion and justice, acknowledges and celebrates diversity and strives to bring this lens to all of our work.

About the Executive Director Position

The position of the Executive Director is to provide leadership and overall management in carrying out the purpose and policies of the organization as established by the Board of Directors. The Executive Director position is critical to the success of Spaces of Opportunity now and into the future. Although Spaces of Opportunity has been a part of the community for over a decade, as an organization, it is in start-up phase, meaning the Executive Director will be responsible for developing fundraising and organizational plans to scale and grow the nonprofit.

Building and managing relationships and establishing trust and two-way communication with a diverse group of stakeholders, including farmers, community members, partner organizations and the school district will be vital to the success of Spaces of Opportunity. Through their work and empowerment of others, the Executive Director will have a life-changing and lasting impact on thousands of children, families and the broader community for many years to come. It's a big job, but the right candidate will be up for the challenge and find the efforts rewarding.

Overview of Executive Director Position Job Functions

The list below is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by the evolving needs of the organization.

Business Administration & Fund Development

- **Strategic Plan & Theory of Change:** Guided by Spaces of Opportunity's Strategic Plan and Theory of Change, develop and manage the annual plan and budget for the organization
- **Operational Expertise:** Oversee programs, activities and operational needs of a large working farm and piece of land.
- **Fiscal Management & Budget:** Develop and manage the annual budget, including operations, staffing, land and equipment needs, and major expenditures
- **Fundraising:** Oversee and lead fundraising initiatives and opportunities, including meeting with key foundation, corporate, partner and individual donors; developing proposal strategies and submissions; and cultivating relationships with major donors
- **Staff Development & Oversight:** Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- **Initiative Development:** Develop and cultivate private, municipal, agency and nonprofit partnerships and collaborations to advance the mission of Spaces of Opportunity
- **Governance:** Provide the Spaces Board of Directors with regular updates on the organization's operations, services and programs, development activities, and fiscal status, and be the liaison between the Board of Directors and staff
- **Relationship Building:** Establish, nurture and maintain relationships within the community, to ensure that the local community is actively engaged and connected to spaces; set up relationship management system

Knowledge, Skills and Abilities

- **Five or more years of nonprofit executive management experience**
- **Bachelor's degree or equivalent work experience**
- **Proven ability to develop and execute a startup company**
- **Multicultural approach and experience**
- Strong knowledge of, and experience with, fundraising strategies and donor relations unique to the nonprofit sector
- Proven success in financial management, including budget building and direct profit and loss responsibility
- Transparent and high-integrity leadership style with impeccable level of judgment
- An ability to work in a highly collaborative way while being able to take a strong leadership and oversight role
- Outstanding written and oral communication skills, including public speaking ability

- Organized and able to manage multiple projects simultaneously, sometimes with competing deadlines and resources; clarity to communicate and to ask for help and/or delegate, as necessary
- Strong relationship building skills and willing to take the time to build trust and to “bring others along” in conversations and projects
- Must have a natural curiosity and self-motivation to work on what’s needed to move the organization and community forward
- Ability to engage and communicate well with diverse constituencies including city representatives, employees, local businesses, customers, program participants, donors, and volunteers
- Familiarity/interest with education programs and sustainable farming a plus

Expectations for On-Site / Remote Work

- Spaces is located adjacent to V.H. Lassen Elementary School in the Roosevelt School District. Office space for the Executive Director is available at the school.
- To strengthen community relationships and be an active leader at Spaces, the expectation for the Executive Director is to maintain a regular schedule physically at Spaces and also on-site at the school so that community members can easily connect with the Executive Director in real time.
- Some weekend and evening commitments are required within this role; the Executive Director will be able to structure and flex their schedule, to account for these scheduling needs.

To Apply

Please submit a cover letter and resume, both of which should demonstrate your experience, qualifications, educational background, and your desire to fill this position to foundation@sprouts.com with the subject title, “Spaces Executive Director – Your Name”.

Apply by June 30, 2024

We are committed to building an equitable movement and organizational structure. People with diverse backgrounds and perspectives are strongly encouraged to apply.

This position is made possible through grant funding from the Sprouts Healthy Communities Foundation. To learn more about their work, visit [Sprouts.com/foundation](https://sprouts.com/foundation).