

ALL TOGETHER NOW PENNSYLVANIA

Executive Director Position



Who We Are

All Together Now PA (ATN-PA) is a non-profit organization with a mission to unite rural and urban communities to build regenerative, resilient and inclusive local economies that are self-reliant in basic needs. We do this to increase community wealth and equality, reduce carbons and waste, and prepare our communities for climate change.

All Together Now PA (ATN-PA) was founded in spring of 2019 by Philadelphia activist and entrepreneur Judy Wicks. The organization evolved out of Judy's lifelong work as a pioneer in building local economies, which includes founding Philadelphia's White Dog Cafe (1985), Fair Food Philly (2000), Sustainable Business Network of Greater Philadelphia (2001), Circle of Aunts and Uncles (2013), and co-founding the national Business Alliance for Local Living Economies, now called Common Future (2000).



ATN-PA leads a movement for a new economic model that serves life - both community life and natural life - by playing a socially and environmentally conscious role in supporting entrepreneurs and farmers who are developing resilient local supply chains, educating the public to build demand for these local products and services, and advocating for supportive legislative change. The values that drive the work of ATN-PA strive to make this new economy inclusive of economically marginalized rural and urban populations, particularly small farmers and Black and Brown entrepreneurs. In our first initiative, Pot Profits for Pennsylvanians Project (P4), we are advocating for state legislation that decentralizes the marijuana industry and maximizes ownership of AUC licenses for Pennsylvania family farms and small businesses, especially those owned by Black and Brown entrepreneurs, and to stop outside corporations from controlling the AUC market in Pennsylvania.

ATN-PA is a small team of volunteers and independent contractors who have come together under shared passion for this cause in order to launch the organization. We have come far enough to attract enough capital to hire an Executive Director and build a full time staff. Our culture is one of camaraderie, trust, mutual respect, commitment, and fun. We believe in work-life balance and strive to keep workloads reasonable even though we are ambitious. Work hours are flexible, and some evening and occasional weekend work will be required in hosting events and working with the board; timely response to email is necessary regardless of schedule.

The Leader We Seek

We seek a dynamic and compassionate leader ready to nurture and build a diverse, intergenerational network of values-aligned farmers, entrepreneurs, investors, collaborating organizations and caring consumers to support the emergence of resilient regional economies in Pennsylvania. As the first full time leader to be hired, this position provides the opportunity to design the organizational structure, strategy and action plan of this early stage organization, in order to fulfill the already defined mission

and vision. The candidate should have successful experience as an Executive Director, which includes a strong fundraising track record to help secure the organization's future.



In addition to demonstrated experience and ability to fulfill the essential job functions and meet minimum skills requirements, the candidate should have an appreciation for the role entrepreneurs and farmers play in building the fabric of resilient regional economies, while also understanding the challenges they face, particularly while dealing with competition from big multinational corporations. The best candidate should feel the sense of urgency from climate change and social injustice, and be passionate about rebuilding our local supply chains in ways that provide opportunities to those who have historically been excluded, such as Black and Brown entrepreneurs and small farmers.

An Open Leadership Vision

As an alternative to hiring a single Executive Director, should the right individuals present themselves, ATN-PA is also open to hiring two Co-Executive Directors, one with an urban background and one with a rural background. These roles would work in tandem to lead the organization. The Co-Executive Directors could both be full time, or one full time and one part time, or both four days a week.

Essential to this leadership position - whether one ED or Co-EDs - is someone who can facilitate a horizontal style (less hierarchical) organizational structure that allows for input and participation by a leadership circle of stakeholders. Below is the job description and duties of the full time Executive Director; this would be adapted if we were to hire Co-Executive Directors based on the strengths and experience of the individuals hired.

Essential Job Functions

The ATN-PA Executive Director is responsible for guiding staff, programs, and administration, and achieving organizational objectives. Other key duties include fundraising, marketing, and community outreach. The position reports to the Board of Directors.

1. Organization Mission and Strategy

- a. Work with the board and staff on the strategic plan and establish operational objectives to ensure that ATN-PA can successfully fulfill its mission.
- b. Develop and implement ATN-PA's programs to advance the organization's mission in our local economy focus areas of food, plant medicine, clothing & textiles, sustainable building materials, renewable energy, zero waste, water, and local tourism.
- c. Ensure a communication plan is in place to clearly articulate the ATN-PA vision, mission and programming to a diverse community of stakeholders and the general public in both rural and urban locations.
- d. Along with the Founder/Board Chair, serve as ATN-PA's primary spokesperson to the



organization's constituents, the media and the general public.

- e. Enhance ATN-PA's image and its opportunity for collaboration by being active and visible in the community and by working closely with other professional and civic organizations.
- f. Build relationships and create collaborations with like-minded organizations to further mutual aspects of our missions.
- g. Embody the values we seek to bring into our transactions: cooperation, compassion, generosity, and integrity.

2. Board Governance

- a. Report to and work closely with the Board of Directors, most specifically the Founder/Board Chair.
- b. Work with the Board to update and complete the strategic plan that guides the organization.
- c. Communicate effectively with the Board and provide information necessary for the Board to function properly and to make informed decisions.

3. Financial Performance and Viability

- a. Responsible for fundraising, including foundation grants, state and federal grants, individual donor cultivation, fundraising events and campaigns, and developing earned income programs.
- b. Responsible for the fiscal integrity of ATN-PA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- c. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

4. Program Development and Oversight

- a. Responsible for working with stakeholder groups within the organization to develop successful programming that carries out our mission and produces clear, measurable goals that are reportable.
- b. Implement and maintain a database to ensure information about the organization's stakeholders, programming, and activities that is organized, accessible, and quantifiable.
- c. Work with state legislators to advocate for policy that supports local economies and organize statewide campaigns for public support.

5. Organization Operations

- a. Responsible for the hiring and retention of competent, qualified staff and the establishment of a collaborative, caring workplace community.
- b. Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the organization.
- c. Oversee data management including program evaluation.
- d. Responsible for effective administration of ATN-PA operations.
- e. Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Professional Qualifications

- An entrepreneurial mindset for getting things done.
- Three or more years senior nonprofit management experience.
- Transparent and high integrity leadership.
- Experience in regional economic development work.
- High level strategic thinking and planning; ability to develop a strategy to carry out the mission of the organization.
- Ability to effectively model and communicate the organization's mission, vision, values, and strategy to staff, donors, volunteers and the overall community.
- Demonstrated ability to work effectively with staff in a collaborative leadership style.
- Extensive fundraising experience; proven track record of maintaining positive and fruitful relationships with donors and foundations.
- Previous success in establishing cooperative relationships with partner organizations.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills, including the ability to communicate with and relate to a diverse population, including both urban and rural communities.
- Strong public speaking ability.
- Strong work ethic with robust positive energy.
- A commitment to economic and racial justice and environmental regeneration.
- A commitment to the role of small business in the health, happiness and prosperity of our communities.
- Bonus if you have experience starting and running a small business.
- Bonus if you have led a statewide issue-based campaign.





Compensation

ATN-PA offers competitive salaries, excellent benefits, generous vacation, and an inspiring working environment. The Executive Director's salary offer will be competitive and based upon the level of experience and satisfaction of the qualifications listed above. The salary range is \$75,000-\$150,000, commensurate with experience and whether two part-time co-directors or one full-time. The Executive Director's generous benefits package includes vacation, retirement contribution after 90 days, health, dental, vision, disability, and life insurance.

Job Title: Executive Director (or Co-Executive Directors)

Location: Philadelphia or Eastern Pennsylvania

Classification: Full-time; salaried; exempt

Reports To: Advisory Board

Tentative Start Date: February 7, 2022

How To Apply

Please send a thoughtful cover letter addressed to Judy Wicks along with your resume to: ED@alltogethernowpa.org.

Things you might consider including in the cover letter: How would this role help you manifest the vision of the world you want to live in? What past role(s) or experiences have prepared you most for this position?

Applications will now be accepted through January 7, 2022 and a tentative start date for the position is February 7, 2022. If we are interested in your application, we will reach out within 1-2 weeks to schedule an interview. Otherwise, we will let you know that your application is not under consideration. If you have any timeline logistics we should be aware of, please include this in your cover letter.

Disclaimer

The statements herein are intended to describe the general nature and level of work performed in this role. They are not intended to be construed as an exhaustive list of all functions, knowledge, skills, and abilities required, nor will all functions need to be performed by every incumbent.

Equal Opportunity Employer

All Together Now Pennsylvania, an equal opportunity employer, seeks to reach a broad and diverse candidate pool when filling vacant positions. We celebrate diversity and are committed to creating an inclusive environment. We strongly encourage applications from people with diverse backgrounds, believing that ATN-PA and our work benefit from the varied perspectives, experiences, and talents of a diverse staff. ATN-PA does not discriminate with respect to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, disability status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other protected status.