

NOT FORGOTTEN FARM

610 Paseo del Pueblo Norte, Taos, NM 87571
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Overview: Not Forgotten Outreach, d/b/a the Not Forgotten Farm (NFF) is a nonprofit farm in Taos, NM that embraces regenerative principles in farming, farming education, and land stewardship to promote local economic development and access to healthy food for Taos County with priority given to military veterans.

NFF seeks a new Executive Director to continue developing the organization and implementing the strategic plan to reach our goals for the next three years and beyond. Our strategic goals are to run an economically and ecologically sustainable farm, be good stewards of the land, honor and prioritize veterans, and become an immersive, accessible classroom for regenerative agriculture in Taos.

NFF is a small organization. Its staff currently consists of a full-time Executive Director, a full-time Deputy Director, a part-time farm manager, a part-time accountant, and a reliable and knowledgeable farming consultant.

Position: Executive Director

Preferred Deadline to Apply: January 6, 2025

Position Type: Full-time Exempt

Salary: \$70,000

Reports to: President and Board of Directors

Responsibilities: The Executive Director (ED) is responsible for overseeing all aspects of the organization's operations and development. Responsibilities in each area include:

Leadership & Management

- Ensuring that progress is being made toward the organization's strategic goals through the implementation of the strategic plan;
- Hiring and supervising staff members in accordance with NFF's personnel policies;
- Reporting progress to the Board at regular intervals;
- Ensuring compliance with laws, contracts, and other legal duties (e.g. Conservation Easement) with guidance and support from the Board;
- Other duties as may be necessary.

Programming

- Organizing NFF's annual events including the Fall Festival (Oct.) and the Military Family Appreciation Ski Week (Jan.);
- Working with staff to develop a structured agricultural training program;
- Providing farming support as needed;

- Other duties as may be necessary.

Financial Oversight

- Working with accountant to present an annual balanced budget to the Board for approval;
- Conducting regular check-ins with accountant to ensure the organization is on track with the approved budget and that funds are being used efficiently;
- Overseeing staff expenditures and ensuring that they are charged to the correct funding source;
- Other duties as may be necessary.

Development & Grants

- Strategically soliciting donations, raising funds, and applying for grants;
- Completing grant reports and billing in a timely manner;
- Developing the farming operation to generate revenue;
- Other duties as may be necessary.

Animal Care, Land Stewardship, & Property Management

NFF is responsible for the care of 6 goats, 1 llama/ alpaca mix, 13 chickens, and 28 acres of land. While the duties of stewardship are shared, the ED is ultimately responsible for the overall health and wellbeing of the land and animals. The ED is also responsible for ensuring that buildings and other areas of the property receive regular maintenance.

Schedule: Work hours vary based on the season and needs of the farm. Some events may occur on weekends and animal needs must also be met on weekends. The ED generally has flexibility with regard to scheduling and delegating duties.

Qualifications: The ED must be thoroughly committed to NFF's mission and continued development. Competitive candidates will have:

- Experience as a nonprofit Executive Director or similar role;
- Experience with fundraising and fund allocation;
- Experience taking initiative, working effectively as part of a team, and strong self-direction;
- Experience supervising employees;
- Ability to communicate clearly, effectively, and professionally;
- Ability to engage stakeholders and inspire support for NFF;
- Ability to effectively work with people with diverse needs by being kind and creating an atmosphere of safety and support;
- Familiarity with regenerative agriculture or strong desire to learn;
- Flexibility and ability to respond to emergencies on the farm when necessary;
- Optimism, integrity, and honesty.

How to Apply: Please email a cover letter, resume, and 3 professional references to barbara@notforgottenoutreach.org by January 7, 2025.

Consent to background check is required.

Applications will be reviewed after the preferred application deadline. Promising candidates will be interviewed via phone or video call. Finalist candidates may be asked to attend a second interview before a decision is made.

The hiring committee consists of Barbara Tweed (Board President), Tobias Duncan (Board Member), Nadia Cabrera-Mazzeo (outgoing Executive Director), and Tiana Suazo (Farming Consultant and former ED of a nonprofit farm).

Thank you for your interest in working with and leading NFF! If you have any questions or would like more information, please email nadia@notforgottenoutreach.org