



POSITION PROFILE

- Organization:** Common Threads Farm
www.commonthreadsfarm.org
- Position Title:** Executive Director
- Contact:** Emily Boehm, Founder & Consultant
Evergreen Workforce Consulting
Phone: (360) 630-6474
Email: emily@evergreenworkforceconsulting.com
- Location:** Bellingham, WA, in-person
- Reports To:** Common Threads Farm Board of Directors
- Direct Reports:** Five permanent (“Perennial”) staff
- Indirect Reports:** 25+/- AmeriCorps Food Educators

ABOUT COMMON THREADS FARM

MISSION

Common Threads Farm’s mission is to connect kids to healthy food in the garden, in the kitchen, and at the table. We want kids to grow up making food choices that are good for their bodies, their communities, and the environment.

VISION

Our vision is of a world where:

- Adults make choices that set kids up for a life of healthy eating.
- All children have the resources, information, and experiences needed to make healthy food choices every day.
- Learning about and eating healthy food is understood as an integral part of any education.

VALUES

At Common Threads Farm, the values of **serve**, **nourish**, **strive** guide our policies, procedures and the ways we interact with each other.



PROGRAMS

Common Threads joyfully connects kids to fresh produce and scratch cooked food in the garden, in the kitchen, and at the table. We want kids to grow up making food choices that are good for their bodies, their communities, and the environment. Founded in 2006 and based in Bellingham, Washington, Common Threads is a grassroots, 501(c)(3) non-profit organization that promotes a “seed to table” approach to food production, good nutrition, and environmental stewardship. Historically, most of our programs have taken place on public school grounds, during the school day. Common Threads also runs after-school gardening and cooking programs at schools and affordable housing complexes, and spring/summer camps. In 2023, Common Threads launched a mobile food truck whose primary purpose is to provide free nourishing foods to hungry kids in the places and at the times where they need them most.

School based gardening & cooking programs

- Common Threads’ AmeriCorps Food Educators lead fall and spring garden lessons connecting the garden to science, nutrition, environmental stewardship, socio-emotional learning, math, and literacy.
- Coordinate care of the garden through a combination of student activities and community volunteers.
- Provide cooking lessons during the winter months featuring vegetables grown in school gardens and local farms.

Community based gardening & cooking programs

- “Kids Cook” programs in which kids get to prepare a fully reimbursable, nutritious, and tasty meal alongside fun recreational activities.
- Community learning gardens where nearby residents, children, and youth work together to maintain the garden and grow food that can be used by residents and in after school and summer meals and snacks.
- A food truck that brings nutritious and tasty meals to kids farthest from opportunity during the summer months and after-school hours when there are gaps in school meal programs.

CULTURE

Common Threads holds a cherished place in the local community, embraced for its impactful presence. Sporting a Common Threads shirt draws attention and sparks expressions of gratitude for the enriching learning experiences, tasty food, and deep connection to the land fostered by the organization. Our culture emphasizes flexibility, agility, collaboration, and joy. We are committed to fostering an environment of diversity, equity, and inclusion, rooted in hard work and community connection, Common Threads has thrived amidst its scrappy beginnings,



experiencing rapid growth. Now poised for its next evolution, Common Threads is entering a phase of maturity with a desire to retain its essence of dynamism and resilience.

ABOUT THE COMMUNITY

Nestled in the vibrant community of Bellingham, Washington, Common Threads Farm extends its services throughout the diverse communities of Whatcom County. Bellingham, with its population of 92,000, marries local industry with the dynamic atmosphere of a college town. The city is adorned with breathtaking landscapes, offering a plethora of outdoor activities, and is home to esteemed institutions like Western Washington University. Additionally, its strategic location near the Alaska Ferry, the Canadian border, majestic Mount Baker, and the serene Salish Sea adds to its allure.

Situated amidst the stunning natural beauty of the Pacific Northwest, with its lush islands and the imposing presence of Mount Baker, the region offers a temperate climate and an unparalleled environment. Whatcom County provides a sanctuary for nature enthusiasts, offering abundant opportunities for outdoor recreation (skiing, hiking, mountain biking, kayaking, paddleboarding) and wildlife observation against the backdrop of awe-inspiring natural vistas.

The rural landscape outside of Bellingham is punctuated by fertile farmlands and bustling farmers markets, where local produce finds its way onto restaurant menus and into the hands of farm-to-table enthusiasts. Notably, the Bellingham Farmers Market has earned the prestigious distinction of being ranked #1 on Sunset Magazine's list of Top 10 Farmers Markets in the West.

The county also boasts a thriving arts scene, featuring a local symphony orchestra, regular art walks, studio tours, and well-established performing arts centers, including those at Western Washington University and the historic Mount Baker Theater.

Furthermore, the proximity to urban hubs such as Seattle, just 90 minutes to the south, and Vancouver, B.C., a 70-minute drive to the north, ensures easy access to the amenities and cultural offerings of city life.

POSITION SUMMARY AND PURPOSE



Under the general direction of the Board of Directors, the Executive Director oversees and directs all aspects of Common Threads Farm. The Executive Director implements the strategic goals and objectives of the organization; leads the organization toward long-term fulfillment of its values and mission; directly or indirectly supervises all staff and AmeriCorps Food Educators ; and provides the board with information as needed to fulfill its governance function.

SPECIFIC RESPONSIBILITIES INCLUDE THE FOLLOWING:

A. Strategic Planning and Vision

1. Support the continued evolution of Common Threads' vision and strategic direction in alignment with its mission and values and in collaboration with staff and board.
2. Lead the development and implementation of strategic plans, goals, and objectives to drive organizational growth and impact.

B. Board Relations

1. Work with the Board of Directors to develop, implement and maintain the mission and goals of the organization.
2. Collaborate with the Board to further the mission, goals and values and incorporate this in policy statements for staff and planning for the future.
3. Operate in accordance with Common Threads' mission, goals and values in working with the staff, kids, and the public.
4. Execute the Board's directives in a manner consistent with the mission, goals, and values of the organization.
5. Support the Board of Directors in maintaining and updating effective Board structures, processes, and conducting effective meetings.
6. Inform the Board of Directors on a timely basis of issues, needs, developments, etc., which affect Common Threads in the fulfillment of its mission, values, goals, and objectives.

C. People Management

1. Lead, mentor, and motivate a team of diverse individuals, fostering an inclusive and supportive work environment where team members feel valued and empowered to achieve their full potential. Foster a culture of shared vision, passion, and accountability.
2. Implement performance management processes to set clear expectations, provide regular feedback, and recognize and reward achievements. Identify opportunities for development and facilitate learning initiatives to enhance employee skills and capabilities.



3. Act as a trusted mediator in resolving conflicts and addressing interpersonal issues within the team. Utilize effective communication and conflict resolution techniques to promote positive relationships and maintain a harmonious work environment.
4. Collaborate with perennial team to identify staffing needs, lead the recruitment process, and onboard new employees. Implement retention strategies to minimize turnover and ensure the retention of top talent.
5. Oversee AmeriCorps Food Educator or AmeriCorps Service Member management.
6. Ensure compliance with organizational policies, procedures, and relevant employment laws and regulations. Proactively address any issues or concerns related to employee conduct, performance, or behavior.

D. Financial Management

1. Recommend annual budget for Board approval that accurately reflects the organization's opportunities, constraints, and values.
2. Prudently manage organization's resources within approved budget.
3. Work with Board treasurer and bookkeeping service to ensure timely state and federal organizational tax filing and reporting and other financial compliance requirements.

E. Development & Fundraising

1. Oversee the grant writing process, including prospect research, proposal development, and submission. Work closely with program staff to identify funding opportunities, develop grant proposals, and ensure compliance with grant requirements and reporting.
2. Ensure the organization has knowledge of fundraising and development opportunities available.
3. Oversee formal and informal communications with funding organizations and their representatives.
4. Work with Board and key staff members to develop and sustain a culture of philanthropy within the organization that empowers each person to see themselves as ambassadors and fundraisers.

F. Program Development & Operations

1. Oversee design, marketing, promotion, delivery, and evaluation of high quality programs and services.
2. Ensure organizational compliance with all permitting, health and building codes, and insurance requirements.



3. Lead organizational efforts to measure impact - with an eye to understanding both what impact programs have, and how programs/services could be more positively impactful.

G. Community Partnerships and Public Relations

1. Consistently represent the organization and its mission, programs, and services in a compelling, engaging, and informative way to relevant community partners and stakeholders through a variety of mediums which may include meetings and presentations, website and social media, social networking, and print materials.
2. Identify and take a leadership role in collaborative efforts of Common Threads with other community partners to achieve outcomes and impact that further the mission of Common Threads.

SEARCH CRITERIA

Required

- Possess advanced general skills, including written and verbal communications skills, computational and computer skills, and mathematical knowledge frequently acquired through completion of a Bachelor's Degree program with acquired experience. (Bachelor or Master's Degree in Education, Nonprofit Management, Business Administration, or related field preferred.)
- Minimum of 5 years of progressive leadership experience in nonprofit management, preferably in the education sector.
- Passion for Common Threads' mission and a commitment to making a positive difference in the lives of children.
- Demonstrated commitment to educational equity, social justice, and community empowerment in support of [Common Threads' Equity Statement](#) and ability to foster meaningful collaboration across generations.
- Proven track record of successful fundraising, grant writing, and donor cultivation.
- Strong financial acumen and experience in budgeting, financial planning, and resource allocation.
- Ability to refine systems and structures in collaboration with leadership staff.
- Excellent communication, interpersonal, and relationship-building & repairing skills as part of a small, close-knit team & community partner.
- Visionary leadership with the ability to inspire and motivate others towards a common goal.
- Access to reliable transportation.



Preferred

- Understanding of child development principles and best practices in elementary education and youth development.
- Demonstrated interest and/or experience in education, agriculture, and nutrition programming.
- Understanding of the opportunities and constraints of working in public schools and proven track record cultivating and maintaining relationships with local school districts.
- Familiar with AmeriCorps program.
- Spanish language skills

INITIAL EXPECTATIONS

- Develop strong trust with Common Threads' Board, staff, and AmeriCorps Service members, gaining full understanding of existing expertise.
- Nurture staff through the transition from the founder to the new Executive Director in a way that maintains & expands the culture of inclusion and collaboration.
- Learn the funding landscape & develop strategies to improve funding opportunities & compliance.
- Leverage existing and develop additional collaborative relationships with community partners, particularly in local school districts.
- Assess & collaboratively improve internal systems to improve clarity and efficiency while remaining sensitive to the needs of permanent staff and AmeriCorps service members.

EQUAL EMPLOYMENT OPPORTUNITY

- Common Threads' is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other protected status under applicable law.
- Common Threads' Equity Statement is publicly available [here](#).
- Common Threads is dedicated to ensuring equal employment opportunities for all individuals and will make reasonable accommodations for qualified individuals with disabilities. If you require accommodation to participate in the job application or interview process, please contact Emily Boehm at emily@evergreenworkforceconsulting.com to discuss your needs.



- We are committed to fostering an environment free from discrimination, harassment, and retaliation. All employment decisions at Common Threads are based on merit, qualifications, and business needs.
- Join us in our mission to connect kids to healthy food in the garden, in the kitchen, and at the table and be a part of a team that celebrates diversity, inclusivity, and equity.

COMPENSATION & BENEFITS PACKAGE

Compensation

- Pay: \$85,000-\$110,000 per year
- Compensation is set by the Board of Directors and reviewed annually.

Benefits

- Trust based approach to time off, work schedule, & work location
- Medical & dental insurance (Common Threads pays 95% for employees, dependent premiums paid by employee)
- 401(k) retirement plan with 3% company match

HOW TO APPLY

Please submit a resume and cover letter including a personal statement expressing how the mission of Common Threads aligns with your personal and professional goals. Email application materials to emily@evergreenworkforceconsulting.com. Application review will begin immediately, with priority given to applications received by 5/15/2024. However, applications will continue to be accepted as long as this post is live.