



Groundwork SOMERVILLE

337 Somerville Avenue, Somerville MA 02143 • groundworksomerville.org

Who We Are

Groundwork Somerville is a community-based non-profit with primary focus areas of youth development, food and farms, building a sustainable environment, and working for racial justice and health equity. Established in 2000, Groundwork Somerville (GWS) has led efforts to create jobs and career pathways for youth, and to pioneer urban agriculture. GWS has a team of dedicated staff members, employs 15-20 youth, engages with dozens of interns and volunteers, and has a Board of Directors with 8 members. www.groundworksomerville.org

GWS is part of Groundwork USA, the only national network of local organizations devoted to transforming the natural and built environment. “Trusts” across the nation develop community partnerships that empower people, businesses, and organizations to promote environmental, economic, and social well-being. www.groundworkusa.org

What We Seek

Groundwork Somerville seeks a passionate, entrepreneurial, and mission-driven Interim Executive Director to help transition GWS into its third decade. The Interim Executive Director will assume responsibility for big picture budgeting, assessing staff capacity and developing new processes and procedures to leave behind at the end of their tenure. The Interim Executive Director will also assume daily administrative duties of the organization including finances (budgeting, accounting), personnel management, fundraising projections, and organizational development.

The Interim Executive Director requires a variety of skills and a passion for approaching environmental challenges through a community-driven lens. This new staff person will benefit from the strength of our history, a motivated team, and innovative programming. They will find ample opportunities to develop creative solutions to the community’s needs.

Qualifications

- Strategic and visionary nonprofit leader with at least 8 years experience in leadership roles, with success in managing programs, teams, budget development, and contract management
- Demonstrated success in developing and executing fundraising strategies, 5-8 years experience supervising a diverse staff with a strong, successful track record
- Commitment to Groundwork Somerville’s mission, youth empowerment, and addressing the impact of racism and other oppressions on health equity and local food, environmental, and social issues
- Detail-oriented, strong organizational skills, ability to manage multiple competing priorities
- Connection to and knowledge of the Somerville community, or a desire to build these connections
- Demonstration of excellence in fast-paced environments; ability to innovate and lead efforts within a mission-driven organization
- Must be fluent in spoken and written English. Proficiency (verbal and written) in another, non-English language preferred (e.g. Spanish, Portuguese, Haitian Creole)



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Responsibilities:

Organizational Leadership

- Assess compliance for all operational procedures including legal, fiscal, and administrative processes, (billing & contracts, HR compliance & payroll, financial management, annual review, funder reports, and compliance with state and federal laws) in collaboration with the board of directors
- Uphold the values and culture of the organization by fostering a positive, team-oriented, environment, while putting a premium on racial and social justice, both internally and externally
- Work closely with the Board Executive Committee and attend monthly meetings
- Attend meetings with our community members, organization, city agencies, elected officials, charitable foundation and other funders when possible.

Staff Management

- Assess staff capacity, delegation of responsibility, team building and evaluation, and build organizational diversity on staff
- Hold bi-weekly staff meetings to ensure quality project management
- Lead the search for immediate hiring needs, including a permanent Executive Director, Green Team Manager, and seasonal Farm Manager
- Drive Climate Safe Neighborhoods Initiative forward in partnership with Groundwork USA

Financial Assessment, Budgeting and Fundraising

- Oversee all budgeting efforts, including financial management and reporting, finalize the 2023 budget in collaboration with the board, analyze funding sources and provide financial projection, identify gaps and opportunities, assess whether a contract grant writer is needed
- Work with board fundraising committee to set fundraising goals, plan communications strategy and events schedule

Salary and Benefits

Groundwork Somerville offers a competitive salary and benefits package, with an hourly rate based on a full-time salary of \$80K annually (for approximately 15 - 20 hours/week), 50% coverage of health insurance, paid holidays, vacation, sick, and personal time, and more. GWS is operating remotely for office tasks, requires regular site visits to our programs, and occasionally works nights and weekends.

How to Apply

To apply, send a **resume and cover letter** detailing how you are qualified, and what you will bring to this position as a PDF document to jessie@groundworksomerville.org.

Somerville residents strongly encouraged to apply. GWS is an equal opportunity employer and is committed to fostering an environment that welcomes and embraces diversity. GWS does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status,



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sexual orientation, or any other legally protected status. People of Color and those with other marginalized identities are strongly encouraged to apply.