



The Southwest Grassfed Livestock Alliance, SWGLA (pronounced 'swig-la') [www.grassfedlivestock.org](http://www.grassfedlivestock.org), is a non-profit alliance of ranchers, farmers, consumers, chefs, land managers, conservationists, and researchers who work together to support local grassfed livestock products. Through public outreach, producer support, applied research, education and cooperation we work to improve ecological, social, animal and human health.

- SWGLA brings people together who share a passion for our mission – from production to consumption and from research to land management.
- We offer education, training, outreach and networking opportunities – collaborating with other groups in the livestock, land management, and environmental sectors.
- We provide digital resources, sponsor events and offer marketing opportunities for member producers, beginning and experienced. We teach consumers about the options for buying local grassfed meat, introducing them to local producers and strengthening the grassfed community of the Southwest.
- We advocate for our members' interests on issues critical to grassfed livestock production, processing and marketing.

## **Executive Director, part-time**

This position will direct all activities of the organization - managing workshops, webinars, and technical assistance programs; fundraising; managing grants; engaging with members; record-keeping; and reporting to the Board of Directors. For each of these activities, the Executive Director will:

- Develop, implement, and evaluate organization missions, plans, and objectives
- Develop, implement, and evaluate organization fundraising and income generation plans and objectives
- Develop and oversee organization budget and financial management
- Maintain compliance with external regulations and internal policies as they apply to organization activities
- Oversee daily activities; coordinate responsibilities with contractors and partners
- Report regularly to the Board of Directors on finances, fundraising, work progress, evaluation, and partnerships

## **Who we're looking for:**

The SWGLA Executive Director is a self-motivated, organized leader who enjoys collaboration, inter-disciplinary work, and fund-raising. SWGLA has been primarily a board-driven organization for the last five years, and we are now looking for a dedicated ED to expand our capacity and engage new audiences as we begin implementation of new grant-funded work, and seek additional funding to expand our work.

The Executive Director should be passionate about livestock production, local food supply chains, and education. This person should be committed to collaboration between producers, consumers, educators, and other stakeholders. They should be interested in expanding their own knowledge, and facilitating learning for others.

The Executive Director should have experience working with livestock producers, non-profit organizations, and government agencies. They should be excited about working creatively with an active Board of Directors, with contractors and consultants, and partner organizations. The ED should be able to maintain flexible working hours to accommodate the schedules of these collaborators, including a combination of remote and in-person work.

## **Specific Duties and Responsibilities**

### ***Program Management***

- Coordinate SWGLA contractors and partners to design and implement educational programs
- Help design and develop new and creative ways to advance program goals (e.g. local outreach, new forms of media, etc.)
- Oversee program evaluation and evolution based on feedback from program stakeholders to ensure that the program is meeting its goals and aligning with the needs and desires of our community.
- Update evaluation process regularly
- Work closely with the Board of Directors, contractors, and/or staff to hone the organization missions and visions, and develop aligned programs and work plans
- In concert with the Board, create and manage the organization budget to ensure financial sustainability and longevity

### ***Fundraising***

- Identify new sources and administer existing sources of funding that align with the organization goals and objectives, including grant writing and management
- Write, submit, and manage grant applications and awards
- In cooperation with the Board, contractors, and/or staff, expand the reach of the organization through workshops, conferences, podcasts, publications, and more
- Facilitate organization growth while maintaining high quality standards for the organization's programming

### ***Partnerships and outreach***

- Build relationships with partners to expand and diversify the network of producers, consumers, educators, agencies, programs, and other individuals and organizations
- Collaborate with partners and educators on workshops, programming and conferences,
- In collaboration with communications contractors, coordinate and post communications for the program including newsletters, social media, press opportunities, and documentation
- Collaborate with the communications team on producing publications or other learning tools
- Represent SWGLA at relevant events in the community and by actively seeking opportunities to present or appear at events
- Travel to and from workshop and event sites throughout the Southwest

## **Qualifications**

### ***Required Qualifications***

- Passion for developing, administering and supporting educational programming, and for building meaningful relationships with diverse people
- Experience and familiarity with livestock producers and consumers
- Sense of humor, flexibility, willingness to do what needs to get done
- Experience fundraising for nonprofit programs and managing budgets
- Substantive management experience in a nonprofit setting, including budget management, administration, and fundraising
- Substantive experience in directing educational programming
- Willingness to work primarily on a computer and use multiple forms of software and technology
- Excellent and professional written, oral, and interpersonal communication skills
- Capacity and competency for cross-cultural communication
- Experience in meeting facilitation and event planning
- Passionate about working with ranchers, farmers, meat processors, suppliers, and consumers
- Must have a valid driver's license

### **Desired Qualifications**

- Direct experience in pasture-based livestock production, grass-finishing, and/or grass-based dairy in the Southwest
- Experience with livestock marketing, direct meat/dairy sales, supply chains, processing, and business planning
- Work well with people from institutional and governmental organizations
- Excitement to communicate about grassfed livestock production
- Capacity to work with minimal supervision
- Proficiency in Zoom, Google Apps, and other software
- Multi-lingual in Spanish or Native languages

## **TERMS OF EMPLOYMENT**

- SWGLA is committed to fostering diversity in our organization. We embrace and encourage applicants of all ages, colors, disability statuses, ethnicities, family or marital statuses, gender identities or expressions, languages, national origins, physical and mental abilities, political affiliations, races, religions, sexual orientations, socio-economic statuses, or veteran statuses.
- Reports directly to the Board of Directors.
- Compensation \$37,500-\$60,000 annually depending on experience, paid bi-weekly.
- 20-30 hours a week, salaried.
- This position is primarily remote. There will be shared office space available at the Quivira Coalition building in Santa Fe, where the ED will be expected to work and hold meetings regularly. Candidates must live within a reasonable driving distance to the Santa Fe office. No relocation compensation – the ideal candidate is already based in or near Santa Fe.

## **APPLICATION PROCESS**

- Applications accepted on rolling basis/until position filled
- Send resume and cover letter or any questions to [info@grassfedlivestock.org](mailto:info@grassfedlivestock.org)