

EXECUTIVE DIRECTOR

Life Lab seeks a passionate, relationship-oriented leader to advance our vision at local and national levels. In partnership with the board of directors and staff leadership team, the executive director will orchestrate the implementation of Life Lab's mission, strategic plan and financial objectives within the following key areas:

Leadership Work closely and collaboratively with Life Lab's board of directors and staff leadership team to develop and implement strategic objectives. Develop and sustain relationships and collaborations with local and national partners.

Board Relations Collaborate with an involved board and apprise the board members of administrative, legal, and financial matters to support their governance, oversight and accountability for the organization.

Development Cultivate relationships, identify donors and prospects, and connect them with Life Lab activities and giving opportunities. Provide oversight for other funding strategies and opportunities.

Operations Oversee operations and accountability systems as well as programs that carry out the organization's mission. Advance our organizational commitment to Diversity, Equity, and Inclusion. Ensure hiring and retention of qualified staff. Identify, prioritize and address important organizational issues and provide accountability for individual and collective progress toward Life Lab's goals.



Financial Management Ensure sound financial systems and practices; oversee financial operations; develop annual budgets and financial reports; and ensure that the organization operates within fiscal guidelines. Provide quarterly financial reports to the board of directors and oversee timely creation of Life Lab annual reports.

Communications Direct development and implementation of organizational messaging, outreach and positive stewardship of Life Lab. Represent Life Lab at community events, professional conferences, and meetings. Serve as a lead spokesperson in media relations.



Established in 1979, Life Lab is a national leader in garden based education. Life Lab advances equity and inclusion as we cultivate children's love of learning, nourishing food, and nature through living garden laboratories. Life Lab values and builds partnerships with communities in which systemic racism creates barriers to access nature, wellness and experiential education. We believe that liberatory garden-based education and organizational practices support a more just future where all can work together and thrive.

Qualifications

- A passion to advance garden-based education in communities where systemic racism creates barriers of access to nature, wellness and experiential education.
- Demonstrated commitment to equity and the advancement of historically underserved communities; experience working in low income and/or Spanish speaking communities is desirable.
- Demonstrated success in leading, developing and implementing effective fundraising and capital campaigns from a variety of funding streams.
- Excellent interpersonal skills with a demonstrated ability to practice liberatory organizational practices to collaboratively manage staff, orchestrate teams, and promote effective work at all levels of the organization.
- Experience championing community outreach, collaboration, communications planning, digital media, content creation, and public relations in racially, culturally, linguistically and socioeconomically diverse settings.
- Experience developing vision and strategy that leads to clear, achievable milestones.
- Excellent financial management skills, including budget preparation, analysis, decision making and reporting.
- Experience and skill to collaborate with Life Lab's Board of Directors.
- Inclusive of diverse people, cultures, perspectives and viewpoints with a strong equity lens that informs decision-making.
- Bilingual English/Spanish preferred.



Compensation & Benefits

Competitive salary range between \$145-175K annually commensurate with experience. Lab also offers an employer retirement contribution equal to 5% of gross pay each month. Paid time off includes 15 days of vacation in the first year rising to 24 in the fourth year, 13 paid holidays, and up to 12 days of accrued medical time off annually. Life Lab pays 100% of health plan premiums for employees and their eligible dependents, up to \$1,300 total per month, with generous medical, dental and vision coverage.

Location

This full-time position is co-located at our Life Lab Watsonville office and at the Garden Classroom on the 30-acre campus of University of California at Santa Cruz. Our executive director will travel frequently to the Pajaro Valley, location of our Watsonville area partner schools in Pajaro Valley Unified School District.

Commitment to Non-Discrimination

Life Lab is committed to a policy of non-discrimination as an Equal Opportunity Employer. Employment candidates and employees will be considered and managed without regard to race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, gender expression, or any other basis in accordance with applicable law.



Application Process

To apply, email a cover letter and resume to miriam@lifelab.org. Cover letter should highlight your qualifications and connection to Life Lab's mission, as well as any other relevant experience.