Community Farms Outreach, Inc.,
DBA Waltham Fields Community Farm
Executive Director Job Description

About Waltham Fields Community Farm
Founded in 1995, Waltham Fields Community Farm (WFCF) is a nonprofit community farm dedicated to cultivating equitable community relationships, the land we farm, and the sustainable farming movement. What began as a volunteer effort to grow food for neighbors experiencing food insecurity has become a vibrant community farm where sustainable agriculture, food access, education, and community participation strengthen one another.

Located in Waltham, Massachusetts, a city rich in cultural, linguistic, and economic diversity, WFCF works to make fresh, locally grown food and the benefits of sustainable agriculture more accessible to its community. Operating on 11 cultivated acres, WFCF grows and distributes approximately 140,000 pounds of produce annually, supports 675 Community Supported Agriculture (CSA) households, provides fresh produce to neighbors facing barriers to food access, engages more than 900 volunteers, and connects approximately 1,450 children and students with hands-on agricultural education.

At its core, WFCF is about growing food, cultivating community, advancing food justice, and ensuring that this important urban farmland continues to serve future generations. Our 2026–2028 Strategic Plan provides a roadmap for the future, emphasizing farmland stewardship, equitable food access, place-based education, community engagement, and organizational resilience.

The Opportunity
As WFCF enters its fourth decade, we are seeking an Executive Director to build on our strong foundation and lead the organization into its next chapter.

The next Executive Director will have the opportunity to strengthen and evolve how WFCF operates, working closely with the Board of Directors (“Board”) and staff to make thoughtful changes that position the farm for the future. This leader will balance the needs of a working farm with those of a mission-driven nonprofit, preserving what makes WFCF special while building a more resilient and sustainable organization. We seek an engaged, resourceful, and collaborative leader who combines strategic vision with practical execution, embraces and leads through change, and is passionate about WFCF's mission.

Specifically, the Executive Director will:

- **Shape the organization's future** by evaluating and adapting organizational structures, programs, staffing, and operations to meet evolving needs and ensure long-term sustainability.
- **Lead and empower a collaborative team** by supporting staff across farming, food access, and education and fostering a culture of trust, accountability, and shared purpose.

- **Strengthen financial sustainability** by leading fundraising efforts, diversifying revenue, and ensuring that resources are aligned with organizational priorities.
- **Deepen community relationships** by serving as a visible ambassador for WFCF,strengthening connections with donors, volunteers, partners, and local leaders, and ensuring that the farm remains responsive to the needs of Walthams's diverse communities.
- **Translate strategic vision into action** by partnering with the Board and staff to implement the 2026–2028 Strategic Plan and position WFCF for long-term impact.

The Candidate Profile

The Executive Director role calls for candidates who possess the following experiences, competencies, and qualities:

- **An effective and empathetic organizational leader.** You bring senior leadership experience in a nonprofit or similarly mission-driven organization, with a track record of managing people, finances, and organizational priorities. You know how to lead distinct but interconnected programs—in WFCF's case, farming operations, education, and food access—while fostering a shared sense of mission. You'll join a skilled, passionate team with deep expertise including an experienced Farm Manager who oversees day-to-day farming operations. While direct farming experience is not required, you know how to empower subject-matter experts, recognize the diverse talents and experiences of staff and volunteers, encourage professional growth, and establish clear expectations and accountability. You know how to both listen and lead, navigate difficult conversations, make thoughtful decisions, and lead through change.
- **A creative and forward-thinking strategist**. You have experience developing and implementing organizational strategies, setting priorities, and navigating change. You can keep an eye on the big picture while managing day-to-day challenges. You are comfortable questioning existing approaches, identifying opportunities for improvement, and making thoughtful decisions that strengthen the organization. You work collaboratively with the Board to shape WFCF's future, respecting its history while remaining open to new approaches.
- **An enthusiastic and experienced fundraiser**. You enjoy building and maintaining relationships with donors and have demonstrated success securing financial support from individuals and institutional sources. You are comfortable personally cultivating and soliciting donors, and experienced in developing and executing fundraising strategies. You can effectively oversee fundraising efforts through staff, Board members, and external partners, while ensuring that contributions are appropriately managed and stewarded. You recognize fundraising as a central part of your role, not simply a function to oversee.
- **A responsible financial steward.** You bring experience managing organizational budgets, cash flow, and financial reporting, and are comfortable overseeing the financial health of a nonprofit organization. You can effectively manage resources across WFCF's diverse programs, including agriculture, retail, and

education, and work collaboratively with staff and the Board to ensure sound financial management and responsible stewardship.

- **A natural community connector and ambassador.** You connect with people, both individually and across groups, and enjoy building relationships that strengthen an organization's place in its community. You value listening to and learning from people with different backgrounds and experiences, and understand the importance of making WFCF's programs and resources welcoming and accessible. You are excited to build on WFCF's longstanding role in local agriculture, food access, and education by strengthening relationships with the City of Waltham, local nonprofits, regional agricultural organizations, and the broader community.

Experience in sustainable agriculture, local food systems, food access, environmental stewardship, or experiential education is valued but not required. We welcome candidates who bring complementary expertise and perspectives, along with a strong commitment to WFCF's mission.

Job Location, Salary, Benefits

This position is based at Waltham Fields Community Farm in Waltham, MA and requires a regular, visible presence at the farm and in the community, particularly during the growing season. The schedule will vary based on seasonal farm operations, organizational needs, and community engagement, including some evening and weekend commitments each month, such as Board meetings and community events. There is limited opportunity for remote work.

This is a full-time, salaried, exempt position with a salary range of $100,000 to $130,000 commensurate with experience and qualifications. WFCF offers a comprehensive benefits package which includes health and dental coverage, retirement plan participation, paid time off and a CSA share (summer, extended season, flower).

To Apply

If this opportunity appeals to you, please submit a resume and a thoughtful cover letter explaining why WFCF's mission excites you and why this role is a fit for you. Send application materials to edsearch@communityfarms.org, addressed to the Search Committee. Applications will be reviewed on a rolling basis, with the goal of filling the position by December 2026.

WFCF is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, national origin, religion, gender, gender identity, gender expression, sex, sexual orientation, sexual identity, marital status, disability, age, citizenship status, familial status, ancestry, veteran status, or any other characteristic protected under applicable law. WFCF is a non-smoking and dog friendly environment.