



**SPACES OF
OPPORTUNITY**

Executive Director | Spaces of Opportunity

A start-up nonprofit, with deep community roots and 19-acres of land, home to community farmers, a budding farmers market and gathering space bringing health and wellness to the Roosevelt School District and South Phoenix communities

Timeframe: Fulltime, with ideal start date in May/June

Compensation: \$105,000 to \$110,000, plus benefits and performance bonus

Location: Phoenix, in-person, with regular community-based meetings and on-site presence at Space of Opportunity

Reports To: Board of Directors

Further Reading: [Spaces Website](#), [Strategic Plan \(2021-2024\)](#), [Theory of Change](#)

Our History

The idea of Spaces of Opportunity was sparked in 2015 through community conversations anchored in a strong desire to directly and intentionally address health and social disparities in South Phoenix rooted in systemic racism. Community members, organizations, and The Roosevelt School District came together and identified a 19-acre piece of land owned by the district and developed a plan to transform the space into a thriving hub of wellness and health, to include small-scale farming, an on-site farmers market, and gathering space to serve the community. Initial investment from Vitalist Health Foundation planted the initial funding for Spaces of Opportunity. Many have contributed to this effort over time; however, key partners Desert Botanical Garden, Orchard Learning Center, Roosevelt School District, TigerMountain Foundation, and Unlimited Potential serve as the Founding Members of Spaces of Opportunity and have shepherded the vision, the land, and the important relationships with the community on behalf of Spaces. With an investment from Arizona Together for Impact Fund and the Sprouts Healthy Communities Foundation, in 2022, Spaces of Opportunity became a 501(c)3 nonprofit organization. Building off its deep roots and humble beginnings, Spaces of Opportunity is now poised and ready to strengthen and scale its operations in service of its community.

Our Vision & Approach

As a community, we value accessible, open communication that encourages collaboration, networking and the cross-pollination of ideas that result in intentional results and solutions. We thrive on transparency, open source sharing when possible, mutual support, and celebrate diverse perspectives and people. We intentionally seek out ways to make our organization and resources accessible to all communities. We are committed to building an equitable movement and organizational structure - one that works towards inclusion and justice, acknowledges, and celebrates diversity and strives to bring this lens to all of our work.

About the Executive Director Position

The position of the Executive Director is to provide leadership and overall management in carrying out the purpose and policies of the organization as established by the Board of Directors. The Executive Director position is critical to the success of Spaces of Opportunity now and into the future. Although Spaces of Opportunity has been a part of the community for over a decade, as an organization, it is in start-up phase, meaning the Executive Director will be responsible for developing fundraising and organizational plans to scale and grow the nonprofit.

Building and managing relationships and establishing trust and two-way communication with a diverse group of stakeholders, including farmers, community members, partner organizations and the school district will be vital to the success of Spaces of Opportunity. A dedicated and passionate Board of Directors will work with the Executive Director to support their efforts, both from a tactical and visionary perspective. Through their work and empowerment of others, the Executive Director will have a life-changing and lasting impact on thousands of children, families and the broader community for many years to come. It's a big job, but the right candidate will be up for the challenge and find the efforts rewarding.

Overview of Executive Director Position Job Functions

The list below is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by the evolving needs of the organization.

Business Administration & Fund Development

- **Strategic Plan & Theory of Change:** Guided by Spaces of Opportunity's Strategic Plan and Theory of Change, develop and manage the annual plan and budget for the organization
- **Fiscal Management & Budget:** Develop and manage the annual budget, including operations, staffing, land and equipment needs, and major expenditures
- **Fundraising:** Oversee and lead fundraising initiatives and opportunities, including meeting with key foundation, corporate, partner and individual donors; developing proposal strategies and submissions; and cultivating relationships with major donors
- **Staff Development & Oversight:** Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- **Initiative Development:** Develop and cultivate private, municipal, agency and nonprofit partnerships and collaborations to advance the mission of Spaces of Opportunity
- **Governance:** Provide the Spaces Board of Directors with regular updates on the organization's operations, services and programs, development activities, and fiscal status, and be the liaison between the Board of Directors and staff
- **Relationship Building:** Establish, nurture and maintain relationships within the community, to ensure that the local community is actively engaged and connected to spaces; set up relationship management system

Knowledge, Skills and Abilities

- **Three or more years of nonprofit management experience**
- **Bachelor's degree or equivalent work experience**
- **Excited about working in a startup environment**
- **Multicultural approach and experience**
- Strong knowledge of, and experience with, fundraising strategies and donor relations unique to the nonprofit sector
- Strong budget management skills, including budget preparation, analysis, decision making, and reporting
- Transparent and high-integrity leadership style with impeccable level of judgment
- An ability to work in a highly collaborative way while being able to take a strong leadership and oversight role
- Outstanding written and oral communication skills, including public speaking ability

- Organized and able to manage multiple projects simultaneously, sometimes with competing deadlines and resources; clarity to communicate and to ask for help and/or delegate, as necessary
- Understands that change happens at the speed of trust and relationship-building; willing to take the time to build trust and to “bring others along” in conversations and projects
- Must have a natural curiosity and self-motivation to work on what’s needed to move the organization and community forward
- Ability to engage and communicate well with diverse constituencies including city representatives, employees, local businesses, customers, program participants, donors, and volunteers
- Familiarity/interest with education programs and sustainable farming a plus

To Apply

Please submit a cover letter and resume, both of which should demonstrate your experience, qualifications, educational background, and your desire to fill this position to foundation@sprouts.com with the subject title, “Spaces Executive Director – Your Name”. Apply by April 31, 2022.

We are committed to building an equitable movement and organizational structure. People with diverse backgrounds and perspectives are strongly encouraged to apply.

This position is made possible through grant funding from the Sprouts Healthy Communities Foundation. To learn more about their work, visit [Sprouts.com/foundation](https://sprouts.com/foundation)