

ORGANIZATION: Duke Farms Foundation
POSITION: Executive Director, Duke Farms
REPORTS TO: President, Duke Farms Foundation and Doris Duke Charitable Foundation
LOCATION: Hillsborough, NJ
WEBSITE: www.dukefarms.org
TO APPLY: Please send resume and cover letter to DukeFarmsED@pbrsearch.com.

BACKGROUND

Duke Farms, located in Hillsborough, New Jersey, is a leader in environmental stewardship and inspires visitors to become informed stewards of the land. It is a place of education, enjoyment, and research that enhances the environmental health of the region. Through the beauty of its natural setting, the diversity of its wildlife, and the scope and quality of its educational programs, demonstrations, and research, Duke Farms inspires people to adopt the attitude of stewardship, protect the earth, and start building a more sustainable future. Duke Farms is a program of the Doris Duke Charitable Foundation (DDCF) through the Duke Farms Foundation (DFF).

The 2,700-acre property is anchored by a restored barn that serves as a visitor orientation center and staff offices. Approximately 1,000 acres are open to the public for self-discovery, hiking, biking, and other recreational activities. Classes, workshops, and convening opportunities are provided for professionals in the environmental field and related governmental and non-profit organizations. In addition, children and adults from the local community take part in farming 400 organic garden plots and participate in educational programs and events year-round. Duke Farms currently employs approximately 60 full-time, part-time, and seasonal staff and operates on an annual budget of approximately \$8 million funded by DDCF through an annual allocation process. No outside fundraising is required of this position.

DFF seeks a visionary and strategic leader to propel the organization into the future as a significant and relevant model for learning about and engaging with concepts of environmental stewardship, sustainability, and conservation, including issues around the impact of climate change.

POSITION

The executive director will serve as the primary face and voice of Duke Farms and will work with the Duke Farms staff and DDCF leadership to set the vision for the future. The executive director will foster a culture of active collaboration, among the staff and with DDCF, in service of the mission and to ensure that the organization's programs and activities leverage and amplify one another. In addition, they will bring rigorous business and operational discipline to the organization, ensuring that Duke Farms continues to operate with financial prudence. The executive director will be an idea generator who is able to imagine and articulate the role of Duke Farms as a model for environmental stewardship, as well as inspire others to embrace that vision.

RESPONSIBILITIES

- Partner closely with the Duke Farms staff and DDCF leadership to execute and evolve the organization's strategy, effectively communicating strategic goals so that all stakeholders understand their role in making them a reality.
- Manage and lead a staff focused on programs, environmental stewardship, and facilities, ensuring each employee has clarity about the goals of their role, the guidance and support to meet them, and an understanding of how they connect to the work of others and the overall mission of Duke Farms.
- Set high standards for professionalism, work product, and collegiality, and hold people responsible for maintaining them; and support staff in their careers, ensuring people have opportunities for professional development that enhance their growth and their work.

- Become a visible participant in the regional and national conversation on topics such as climate change mitigation, sustainability, and land management; continue to position Duke Farms as a resource, model, and collaborator for sharing information and best practices.
- Be the external representative of Duke Farms, working to expand appreciation for and awareness of its mission with a variety of audiences and partners.
- With the staff, assess and evolve programming designed to attract and serve audiences of all ages, abilities, and backgrounds, with a particular emphasis on reaching underserved school districts.
- Develop and maintain partnerships with academic institutions, nonprofits, and other organizations to enhance and broaden programmatic offerings and research.
- Build and sustain collaborations with like-minded organizations to pursue ecological research, habitat and native landscape conservation, and agricultural development that are compatible with sustainable environmental stewardship practices.
- Continue to guide the exemplary stewardship and sustainability of the organization's operations and programming, including the reduction of its carbon footprint and the incorporation of best practices in land management.
- Continue to pursue an environmental stewardship strategy that is a model to visitors, while taking into account the practical realities of effectively managing a large and evolving property; plan and drive appropriate capital projects and renovations, as needed.
- Collaborate with the DDCF shared services group housed at Duke Farms, which provides all finance, human resources, and information technology functions for Duke Farms and the other programs of DDCF.
- Ensure a safe and secure environment for employees, volunteers, and visitors.

QUALIFICATIONS

The ideal candidate will be a strategic, visionary leader with a passion for the mission of Duke Farms and the ability to imagine its thriving future. Specifically, the executive director will have:

- Demonstrated management experience, with a track record of motivating results-oriented teams and taking an organization through its next stage of growth.
- Professional experience in the environmental field, such as climate mitigation or adaptation, sustainability, or land management.
- Excellent management and interpersonal skills; proven experience leading staff in ways that emphasize teamwork and growth.
- Emotional intelligence, a winning personality, and the desire to engage with people from various disciplines and backgrounds.
- Strong written and verbal communication skills and a persuasive and passionate communication style, with the ability to build relationships with multiple constituencies, including the Duke Farms and DDCF staff, regional and state government officials, media, programmatic partners, and other community leaders.
- Strong business sense and financial acumen.
- A bachelor's degree, with an advanced degree in a related field preferred.

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