



Mission:

We are a nonprofit urban and organic farm that models, promotes, and educates about sustainable food systems, environmental stewardship, community development, and access to good food for all.

About Zenger Farm:

Zenger Farm is a 501(c)3 nonprofit working urban farm in Portland, OR that models, promotes, and educates about sustainable food systems, environmental stewardship, community development, and access to good food for all. As a social justice, food access, and education-centered nonprofit, we believe nourishment is a basic human right and that the root causes of systemic inequity in the food system – racism, capitalism, colonialism, and other systems of oppression – must be addressed and dismantled to create a just food system.

Zenger Farm currently has an operating budget of approximately \$2.56M per year with 55% of revenue coming from government grants, 14% from foundations, 9% from earned revenue, 4% from individuals, 2% from events, and 4% from businesses. The organization will continue to lead with traditional fundraising methods while integrating new, alternative, and grassroots fundraising strategies.

Board Interest:

Thank you for your interest in joining the Board of Directors for Zenger Farm. Our Board is a key support in steering the vision and development of Zenger Farm. It is essential to carry out our mission and develop a group of strong community leaders willing to volunteer their time, ideas, and network. We appreciate you taking the time to tell us a bit about yourself so we can make sure we are a great fit for each other.

We encourage Black, Indigenous, and people of color, women, LGBTQ+ people, religious minorities, recent migrants/refugees, people with disabilities, and applicants from different generational and economic backgrounds to apply.

We strive to eliminate any barriers that may keep potential board members from participating. Please let us know if any childcare, transportation, language/translation/communication needs, accessibility modifications, or other accommodations would help you to fully participate. Prior board experience is not a requirement, we are happy to train you.

Position Purpose:

As a member of the Board of Directors of Zenger Farm, there is a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. The board member believes in the purpose and the mission of the organization and will act responsibly and prudently as its steward. The board member will represent Zenger Farm by serving as a spokesperson for the organization's work and values. Board members and staff will work in good faith with the board members towards the achievement of our goals.

Board members are the fiduciaries who steer the organization toward a sustainable future by adopting sound, ethical, and legal governance, and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission. With Executive Directors in place managing day-to-day operations, board members are there to provide foresight, oversight, and insight.

If the organization does not fulfill its commitments to the board member, they can call on the Board Chair and Executive Directors to discuss these responsibilities.

To learn more about Zenger Farm and the current Board of Directors, please visit www.zengerfarm.org. Our current [Strategic Plan](#) is also available for review on our website.

Essential Functions of a Zenger Farm Board Member

Expectations:

- Perform the functions of nonprofit board responsibilities as outlined in the Guide to Nonprofit Board Service in Oregon (downloadable at: <http://www.doj.state.or.us/charigroup/pages/tipsbrd.aspx>).
- Perform board functions in accordance with the bylaws of the organization.
- Be an advocate and steward of Zenger Farm with your communities and networks.
- Attend board meetings (typically every other month, limited to 2 absences per year).
- Attend any strategic planning sessions or reviews (typically 1-2 per year).
- Respond promptly to emails requiring a board vote or board insight.
- When possible, attend Farm events (ideally 4-6 a year).

Activism:

- Remain open and engaged in Zenger Farm's ongoing equity work, including creating a [Personal Statement on Racial Justice](#).

Compliance & Budgetary:

- Fundraise, advocate, and resource on the organization's behalf.
- Make a personally meaningful contribution (money and time) to Zenger Farm to support the organization's mission and programs.
- Actively participate in fundraising activities, including an annual board fundraising campaign.
- Review financial reports and updates of organizational activities.
- Discuss opportunities that will be offered to the board member with the Executive Directors and the Board Chair regarding the organization's programs, goals, and activities.
- Collaborate with the organization to perform board member duties by staying informed about issues in the field; Fulfill the fiscal, legal, and moral responsibilities to this organization.

Process and Term:

- New board members are elected twice per year - typically in February and August, and whenever possible, join in cohorts of 2-3 new board members at a time.
- Interested candidates meet with Board Chair and Co-Executive Directors prior to one of the board election periods to understand board responsibilities and learn more about the organization.
- Applicants attend a board meeting to meet other board members and become familiar with the board meeting structure and process.
- Board then votes on prospective members and notifies all prospects soon after the meeting.
- Board members are voted onto the board for a maximum of 6 years (three (3) two (2) year terms)t It is preferable that a member serve all terms, but only required to serve at least one term.
- New board members go through an onboarding process with other members of their cohort group to become more familiar with the organization's goals.

Characteristics of an Effective Board

General Roles and Responsibilities

- Receives appropriate information on industry trends, the organization's market and financial position, donors, sponsors, participants, partners, and the business and community environment to enable it to have sufficient insight when considering management's proposed strategy.
- Evaluates the proposed strategy, including assumptions, major risks, required resources, and target results, and ensures it addresses critical issues.
- Understands how past strategies succeeded or failed, and how the organization is applying lessons learned.
- Ensures strategic planning discussions occur with sufficient time to allow the board to be effective.
- Reviews and approves management's plans to implement the approved strategy.
- Reaches agreement with management on performance targets to use in assessing the strategy's success.
- Monitors the continued viability of the strategy, ensuring it's adjusted as needed to respond to the evolving environment.

Risk and Crisis Management

- Is satisfied management has in place an effective process to identify risks and assess their potential impact.
- Concurs with management on the amount of risk the organization will take.
- Stays updated on major financial and legal risks; ensures management addresses them appropriately.
- Understands what types of crises the organization is particularly vulnerable to and is satisfied management's crisis response plans are sufficiently robust.

Ethics

- Ensures a value-based culture permeates the organization with Executive Directors.
- Ensures management has established an effective code of conduct, adheres to it, and sees that all employees understand its terms, relevance, and importance.
- Ensures management takes ethics violations seriously and addresses them consistently.
- Ensures effective communications channels exist for employees to report issues.
- Recognizes that donors, sponsors, participants, and organizational partners impact the organization's reputation and therefore strive for value alignment.

Monitoring the Organization's Performance

- Ensures performance metrics used by management and reported to the board are linked to strategy and organizational values.
- Ensures performance metrics balance financial and nonfinancial metrics, include forward-looking measures, and enable benchmarking.
- Reviews metrics reported to reflect reliability.
- Uses information from participants, community members, analysts, the media, and others to better understand outside perspectives on the organization's performance.

Management Evaluation, Compensation, and Succession

- Utilizes a transparent review process in order to make compensation decisions.
- Carefully reviews the Executive Directors' goals, ensuring they align with strategy.
- Continually monitors the Executive Directors' performance, providing constructive feedback at interim points as well as a formal annual review.
- Devotes needed attention to Executive Director succession and has a sound process for identifying a new Executive Director for both planned and unplanned transitions.
- Understands fiscal and organizational policies that management develops and supports how management will implement them.

☐ I have read the "Essential Functions of a Board Member and Characteristics of an Effective Board" and agree to these commitments.

Current Opportunities:

Zenger Farm can have up to a 15-person board and strives for at least 50% of the board to reflect the diversity of the community Zenger Farm serves and/or who are from or familiar with the neighborhood in which Zenger Farm is located. Zenger Farm is in outer SE Portland (Powellhurst-Gilbert, Lents, Foster-Powell neighborhoods). We are looking for candidates who are value-aligned with our mission and bring a strong racial justice background.

Please complete the following information and send your application to apply@zengerfarm.org **by September 30, 2023**.

Additional Roles:

- Opportunities to participate in committees, mentor staff, collaborate in programs and support key organizational initiatives. Your participation can be co-designed based on your interests.
- Leadership roles (Chair, Vice-Chair, and Chair Emeritus) and Officer roles (Secretary and Treasurer) are held for one year and will be nominated and elected as positions become open.

Applicant Name:**Home Address:****Phone and Email:****Employer (if applicable):****Date:**

____/____/____

Date you can start: ____/____/____

What interests you about serving on the Zenger Farm Board? Please describe the skills and interests you possess that will further Zenger Farm's Mission:

Please share any community connections and affiliations:

Have you or a member of your family participated in any Zenger Farm programs? If so, please describe:

What is your professional experience? (Feel free to attach your resume.)

Please describe any past board and/or nonprofit or community leadership you've participated in:

Zenger Farm believes the root causes of systemic inequity in the food system—racism, capitalism, colonialism, and other systems of oppression—must be addressed and dismantled to create a just food system.

How are you excited to engage in this work?