



Executive Director Job Description

About Hope for Suffolk

Hope for Suffolk is a Christian youth development nonprofit that offers a unique paid internship program for teenagers on an organic vegetable farm. The internship combines two core elements: (1) hands-on, paid agricultural work and (2) structured life skills training, which we call “workshops.” Research consistently shows that programs integrating employment with personal development yield meaningful long-term benefits—and we’ve seen those outcomes firsthand.

Originally founded in 2010 to serve adults, Hope for Suffolk was relaunched in 2021 as a youth-focused internship program. Since then, the transformation has been powerful. Interns regularly report increased confidence, stronger communication skills, and more positive relationships as a result of their participation.

Our programs are intentionally designed to help teenagers from under-resourced homes and communities thrive. While we do not select interns based on income level or risk factors, our mission is to open doors for youth who often lack access to such opportunities.

Hope for Suffolk practices regenerative agriculture and grows produce organically, modeling environmental stewardship as part of our commitment to holistic transformation.

We are now seeking our next Executive Director to lead us into the future. If you are passionate about empowering teenagers, building community, leading teams, and cultivating spaces for deep transformation, this could be the opportunity for you to thrive.

Our farm and workshop spaces are the heart of our work and the setting for gospel-centered transformation. These spaces invite collaboration, reflection, skill-building, and connection—to one another, to purpose, and to God’s creation. Because the farm serves as our primary “classroom,” the Executive Director should be comfortable working outdoors and engaging regularly on our beautiful 1.5-acre property.

About the Executive Director Role

The Executive Director leads all aspects of Hope for Suffolk, including operations, finances, programs, staff, and volunteers. They are responsible for strategic planning, fundraising, and nurturing key relationships to fulfill our mission. The Director reports to and supports the Board of Directors, serving as an *ex officio* member.

Hope for Suffolk serves five key groups: interns, staff, volunteers, farm customers, and donors. The Director ensures each group is strong, engaged, and equipped to advance the organization’s vision and goals.

Employment Type: Full time

Key Responsibilities

Leadership and Strategy

- Provide visionary and strategic leadership to fulfill the organization’s mission according to best practices of youth and community development.
- Develop and execute long-term strategic plans in collaboration with the Board and staff.



- Cultivate a strong and transparent relationship with the Board of Directors and provide timely and accurate information.

Operations and Management

- Oversee daily operations, including program delivery, administration, human resources (including evaluations and payroll), and compliance.
- Recruit, equip, supervise, and evaluate all paid and volunteer staff including:
 - High school interns
 - College interns
 - Volunteers
- Foster a collaborative and inclusive workplace culture.

Fundraising and Development

- Lead fundraising efforts, including donor cultivation, grant writing, and events.
- Build and maintain relationships with funders, partners, and stakeholders.
- Ensure a diversified funding base to support long-term sustainability.
- Researches, secures and implements all major systems including, but not limited to, communications, donations, sales and payroll.

Financial Oversight

- Develop and manage the annual budget with input from the Finance Committee.
- Ensure financial practices align with nonprofit accounting standards.
- Monitor financial performance and provide regular reports to the Board.
- Works with bookkeeper and Board to ensure all bills are paid and financial reports are accurate and timely.

Communications and Advocacy

- Serve as a primary spokesperson and advocate for the organization.
- Oversee internal and external communications, including public relations, marketing, and digital outreach.
- Strengthen the organization's visibility and reputation in the community.

Event Planning

- Plan and oversee all weekly and annual events including:
 - weekly workdays
 - weekly workshops
 - annual Harvest Festival
 - fundraisers
 - intern and alumni events

Qualifications

- A minimum of a bachelor's degree in youth development or a related field
- A minimum of 4 years experience in youth development or a related field
- Experience working in multi-cultural or cross-cultural settings



- Excellent verbal and written communication skills
- Ability to develop and work well with a team
- Proficiency in technological applications

Key Characteristics

- Mature Christian faith in alignment with the Apostles' Creed
- Deep commitment to serve marginalized and vulnerable people
- Self-starter with strong initiative
- Proactive and creative problem solver
- Well organized and pays attention to detail

Compensation

Salary will be negotiated commensurate with the candidate's experience and qualifications. The compensation package will include healthcare benefits, generous paid time off (PTO), and a 403(b) retirement plan.

How to Apply

Candidates should email their cover letter and resume to hayden@hopeforsuffolk.org.