Local Food Program Director

JOB SUMMARY
The Local Food Program Director is a full-time (40 hrs/week), exempt, salaried position responsible for leading CFSA's food safety, market access, and FarmsSHARE programs and initiatives. The position is responsible for the leadership, strategic direction, and effective operation of those programs and staff, overseeing annual budgeting and work plan implementation. As a key Leadership Team member, the Local Food Program Director actively participates in strategic decisions affecting the organization.

The Local Food Program Director may work remotely from anywhere in the Carolinas or out of our Pittsboro, NC, office. The position will require travel throughout the Carolinas (approximately 4-6 days per month). The Local Foods Program Director reports to the Associate Executive Director for Programs and supervises staff and contractors.

ABOUT CFSA
CFSA is a 44-year-old member-based 501(c)(3) non-profit organization whose mission is to advocate, educate, and build connections to create sustainable food systems centered on local and organic agriculture in the Carolinas. Racial equity is a core tenet of CFSA's outlook, and we are committed to serving and reflecting the diverse stakeholders in the Carolinas’ food system. To learn more about CFSA, please read our Strategic Plan and Statement on Racial Equity, Diversity, & Inclusion.

JOB RESPONSIBILITIES

STRATEGY, PLANNING, & EVALUATION

- Lead annual work planning, budgeting, and monitoring/reporting progress against yearly goals, objectives, and quantitative performance metrics for CFSA’s Local Food Systems programs for farmers and food hubs, including food safety, market access, and FarmsSHARE.
- Develop and coordinate program and organizational evaluations to assess, improve, and communicate the effectiveness of CFSA’s Local Food Systems programs and initiatives to staff, Board, and members of CFSA; the general public; and current and potential funders.

PROGRAM OVERSIGHT
● Lead the development of grants, cooperative agreements, and other funding proposals to local, state, federal, foundation, and corporate funders to support and expand CFSA’s Local Food Systems programs and initiatives.

● Administer FarmsSHARE Quality Management Systems and Program Guide and liaison with food hub and program partners to ensure compliance with program implementation.

● Supervise multiple Local Food Systems team staff; conduct annual performance reviews and coaching; and lead the hiring process when positions under authority are vacant.

● Oversee purchasing in accordance with approved budget; maintain account and transaction records needed for program implementation; ensure compliance with CFSA expenditure control protocols.

● Ensure compliance with and enforcement of all grant and contract agreements between CFSA and grant funders for assigned areas of authority.

● Serve as CFSA’s liaison with external partners and collaborators and represent CFSA at regional and national conferences and meetings.

● Work with the Communications Team to develop content for monthly electronic newsletters and other communication formats.

● Evaluate and document program impacts such as participant certification, knowledge gain, intent to change or adopt practices, and/or practice or behavior change.

This job description may not include all assigned duties, responsibilities, or aspects of the job described. It may be amended at any time at the sole discretion of CFSA’s Associate Executive Director.

POSITION REQUIREMENTS

● At least five years of leadership experience.

● At least three years of supervisory and budget management experience.

● Demonstrated success in writing proposals to secure funding from state and federal funders.

● At least three years of on-farm organic/sustainable production experience.

● Demonstrated knowledge of on-farm food safety, Good Agricultural Practices, SOP development, food manufacturing practices regulations, and data collection.

● Knowledge of and experience working with various local food marketing channels, including direct-to-consumer, wholesale, and intermediate markets, particularly food hubs and farmer cooperatives.

● Experience developing and implementing standard operating procedures and quality management systems.
• Demonstrated commitment to equity, diversity, and inclusion, including experience interacting and working with diverse communities, neighborhoods, and populations.

• An advanced degree and at least 5 years of relevant work experience, including at least 3 years of experience supervising employees/contractors and managing a budget, or a bachelor’s degree and at least 8 years of relevant work experience. Specialized training and/or certifications relevant to position duties may substitute for work experience.

The salary range for this position is $55,000-$73,000, commensurate with experience. In addition, CFSA offers generous vacation, retirement, and health insurance benefits.

**BENEFITS**

CFSA offers:

• Flexible work scheduling
• 15 days paid vacation per year after the first six months of employment
  ○ After five years, this increases to 20 days per year
  ○ After 10 years, this increases to 25 days per year
• 11 paid holidays per year
• Five days of paid sick leave per year
• 25 days of paid parental leave (either parent)
  ○ with the potential for a maximum additional 12 weeks for paid maternity leave using CFSA’s sponsored short-term disability insurance
• Group health, vision, and dental insurance, including contribution to individual plan premiums
  ○ Automatic enrollment in a fully paid employee assistance program, life insurance, accidental death & dismemberment, and short-term disability insurance
  ○ Opportunity to enroll in a voluntary supplemental accident and critical illness insurance
• Company-sponsored 401(k) plan after one year
  ○ A 100% employer match of up to 2% of one’s annual salary
• Tiered monthly reimbursements for cell phone use and remote employee internet costs
• Three days (per instance) of paid funeral leave • Five days (per instance) of paid jury duty leave
• Annual contribution for costs of professional development activities.
CFSA is an equal-opportunity employer committed to building a diverse staff that honors the agricultural contributions of many cultures. People of color, LGBTQ+ people, and others from diverse backgrounds are encouraged to apply. CFSA is committed to providing employees a work environment free of discrimination and harassment. All employment decisions at CFSA are based on business needs, job requirements, and individual qualifications. CFSA does not discriminate based on actual or perceived race, color, national origin, ancestry, sex (including pregnancy, gender, gender identity, gender expression, and sexual orientation), religious creed, disability, medical condition, genetic information, age, marital status, or military or veteran status.

To apply, please submit a resume, a list of professional references, a cover letter explaining how your skills and experience will enable you to succeed in this position, and a writing sample on an agriculture-related topic. **Applications should be submitted as a single .pdf saved as your first and last name.** Send the document to apply@carolinafarmstewards.org with “Local Food Program Director” in the subject line. You will receive an electronic confirmation of your email submission. No phone calls, please. The position will remain open until filled.