

COMMUNITY GROUNDWORKS POSITION DESCRIPTION

Title: Farm to School Director

Reports To: Executive Director

General Statement of Duties and Responsibilities

The Director of Farm to School programs is responsible for developing and overseeing farm to school, farm to early care and education (ECE), and other farm to institution programming at Community GroundWorks, in partnership with local, regional, and statewide stakeholders.

Specific Duties and Responsibilities

Program Development and Sustainability

- Participate as an engaged and active member of the CGW management team. Think strategically about overall agency program development and make decisions about where program resources are best allocated.
- Develop and manage program budgets, including tracking expenses and income, in the context of the overall agency budget.
- Take responsibility for program sustainability through grant writing, securing in-kind donations, and other means as appropriate, meeting all deadlines and reporting requirements.
- Develop and manage farm to school programming at Community GroundWorks including farm to ECE, Wisconsin Farm to School, and the National Farm to School Network.
- Facilitate strategic and sustainability planning with stakeholders.
- Oversee development, dissemination, and review of program evaluation tools and processes.
- Represent CGW at events, community gatherings, workshops, training, and to community leaders, and community-based organizations.
- Be available for teaching, public speaking, consulting, collaborating, and otherwise participating in food system planning, coordination, projects, and collaborative grants in the community or throughout the agency.
- Generate new program ideas and work with teams to implement and carry out programming related to food equity, community engagement, community food systems, farm to school, and food sovereignty.
- Take the lead on State and Federal policy work and communication regarding policies, legislation, and initiatives impacting Farm to School.
- Ensure that a strong, proactive collaboration with the WI School Gardens Network is maintained.

Training and Supervision

- Recruit, select, train, and directly supervise all program staff. Assure that all employee paperwork is complete, accurate, and kept updated
- Develop and implement staff, volunteers, and intern orientation, classes, workshops, and/or other educational opportunities that both enhance experiences and help develop a competent and effective work force.
- Provide leadership and support by sharing farm to school strategies through presentations, resources, and collaboration with educators, support organizations, project partners, and other farm to school stakeholders statewide.
- Facilitate regular program staff meetings.
- Complete regular and thorough evaluations for all program staff.

Administrative Responsibilities

- Oversee all data collection and reporting duties.
- Attend staff, management, board, project partner, community, and other relevant meetings as necessary.
- Think strategically and as a part of the organization's management team about agency-wide program development and make decisions about where program resources are best allocated.
- Take a leadership role in organizational racial and social equity work, plans, implementation, and policy changes to support CGW as an equitable organization.

Required Knowledge, Skills and Abilities

- This position requires an undergraduate degree, plus four years of management experience, or an equivalent combination of experience and education. Experience working with non-profit organizations is desirable.
- Experience working in education, early care and education, school gardens, public health, or a related area a plus, as is experience in community organizing, environmental education, civic agricultural food systems, community engagement, public policy, permaculture/sustainability science, or a related field.
- Demonstrated fund development experience, including designing, writing, managing, and reporting on grants.
- Proficient use of office software, email, and other technology.
- Ability to interact in a professional manner with others and to function as an ambassador of the agency in a wide variety of venues and circumstances.
- Strong organizational, active listening, and communication skills, and a demonstrated ability to follow through on commitments, responsibilities, and tasks.
- Flexibility and willingness to grow in response to needs or changes in the field.
- Ability to be innovative and resourceful while planning and organizing a demanding workload.
- Ability to apply creative and critical thinking to improve existing programming.
- Ability to provide support and leadership while working with groups of people on projects and to be sensitive to the diverse perspectives of stakeholders.
- Experience working directly with people of diverse racial, ethnic, and socioeconomic backgrounds in community settings with cultural competence.
- Ability to speak a second language a plus.
- Understanding of how to create, and carry out, logic models and work plans.
- Ability to commit to and promote CGW's food equity and land conservation goals and priorities.

Additional Information/Requirements:

- Must have access to reliable transportation, and provide a copy of a valid driver's license.