



High Desert Food & Farm Alliance

Job Title: Program Director

Location: based in Bend, Oregon – work throughout Central Oregon

Compensation: 55,000-\$62,000

Start Date: Tentatively January 2022

Applications will be reviewed as received, interviews will be held in early December.

The High Desert Food and Farm Alliance (HDFFA) is a non-profit whose mission is to support a healthy and thriving food and farm network in Central Oregon through education, collaboration and inclusivity. We meet our mission by fostering relationships between producers (farmers, ranchers and food businesses) and consumers, increasing awareness of and access to food from our region, and cultivating community participation with local food. We serve farmers, ranchers, food businesses, nonprofits and underserved families in the high desert region of Crook, Deschutes and Jefferson Counties. We believe everyone deserves good food.

We offer four core program areas: Grow & Give, a fresh food donation and on-farm gleaning program; VeggieRx, a fresh vegetable and fruit prescription program; Agricultural Support for farmers and ranchers; and our annual online and print High Desert Food & Farm Directory.

Position Summary

HDFFA is seeking a passionate and extremely organized full-time Program Director to oversee and manage our programs: Food Access, VeggieRx, Agricultural Support, and the annual Food & Farm Directory. The Director oversees a dynamic team of staff members who work in collaboration with many stakeholders. They will directly report to the Executive Director.

Ideal Candidate

The ideal candidate is committed to local food and farms and has experience working in rural regions, preferably within Central Oregon. They will enjoy working with a dynamic team and have supervision experience. They must have grant and program management experience, be able to write grants, and have the skills to work collaboratively with partner organizations including public and private agencies, agricultural producers, and food businesses. They should be familiar with diversity, equity and inclusion principles and be willing to engage and learn. They will work closely with the Executive Director.

Primary responsibilities and functions

Program and Staff Oversight (~50%)

- Grant management for state, federal and private grants including reports and budgets
- Sustain, enhance and drive food access and agricultural support programs in coordination with associated staff members
- Supervise part and full-time staff and Hunger-Free AmeriCorps VISTA
- Coordinate the work of the program team, including subcontractors, consultants and agency partners
- Co-create key advocacy initiatives with staff and the Executive Director
- Establish evaluation metrics for programs

Partnerships/Relationship Building (~25%)

- Build and maintain trusting relationships with a diverse set of stakeholders, including government agencies, the Central Oregon Health Council, NeighborImpact food bank, Warm Springs tribal members, Crook County on the Move and others
- Cultivate shared vision among stakeholders
- Continue to work with and learn from our partners in the Confederated Tribes of Warm Springs, and be willing to share best practices and lessons learned back to the HDFFA team
- Work collaboratively with our target audiences, including rural and vulnerable communities
- Maintain a relationship with Hunger-Free America for the VISTA program
- Participate on the leadership team for the Oregon Community Food system network (dependent upon application process)

Food & Farm Directory (~10%)

- Content creation
- Assist with outreach and Partner management
- Assist with data entry and website management
- Staff supervision

Fundraising/Development (~10%)

- Support the Executive Director in organizational strategy development
- In partnership with the Executive Director and Community Engagement Manager, write and manage public and private grants for the program budget
- Support the Executive Director in growing financial resources

Administrative (~5%)

- Advance internal and external work on Equity, Diversity and Inclusivity
- Participate as a key member of the HDFFA's Team

Required Qualifications

- A Bachelor's degree in a relevant field (preferred) and a minimum of 3 years experience, or 5+ years experience in a related field of work
- At least 2 years of supervisory experience
- Proficient in MS Office and Google Drive
- Ability to work remotely, as needed, due to COVID-19
- Stellar written and oral communication skills; excellent organizational skills; and strong interpersonal, planning, and training skills
- Positive attitude and a proven ability to work successfully with diverse populations, and demonstrated commitment to promote and enhance diversity, equity and inclusion
- Ability to work with a close-knit team that enjoys and fosters a collaborative environment, as well as to work independently
- Experience working on and managing federal grants

Desired Qualifications

- Works independently with a high level of integrity
- Is familiar with food systems and agricultural production
- Has solid connections to community partners or is willing to create them
- Demonstrates organization, planning and follow through with intentionality
- Practices and models a philanthropic mindset
- Provides and supports team members with direction, purpose, priorities, strategic planning, and clear timelines
- Exercises a high level of professionalism, confidentiality, and provides clear lines of communication and chain of command
- Effectively leads and supports organizational change
- Has strong interpersonal skills, including the demonstrated ability to resolve conflict, and help others do the same.
- Has strong written and verbal communication skills; organizational and time management, delegation and follow-up skills
- Demonstrates success in supervising others
- Has the ability to work as a team player, as well as the ability to lead a team

Compensation, Benefits and Time Commitment

Salary range: \$55,000 - \$62,000 depending on experience

Benefits include:

- Health and vision insurance (50% covered by HDFFA)
- Paid vacation, holidays and sick days
- fully vested SIMPLE IRA contribution
- Annual cost of living increase
- Annual professional development stipend
- Amazing team to work with!

Full-time equivalent of 40 hours per week, some evening and weekend hours will occur. The position is primarily based in our Bend office (COVID dependent). Travel throughout the region is required with a personal vehicle; travel will be reimbursed at a set non-profit rate. A valid Oregon driver's license is required within 30 days of hire.

Application Process

In order to be considered for this position, please provide the following:

- 1. Application**
- 2. Resume**
- 3. Cover letter:** that directly speaks to your qualifications for this position. Use this as an opportunity to tell us what makes you the best candidate.
- 4. Writing Sample:** Provide a one-page "fake" press release about improving food access in Central Oregon. You may make up any details you want but use realistic information. The title shall be "*Improving Food Access in Central Oregon*".
- 5. All materials should be provided only in a Word or PDF document and be labeled as follows. Do not send google docs (not kidding)
LAST NAME_NAME OF DOCUMENT (Example: Smith_Application or Smith_resume).**

Application materials will be reviewed as received. Applications can be sent to info@hdffa.org or mailed to PO Box 1782 Bend OR 97709.

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HDFFEA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.