

Position Description: Associate Director, Farm to School Programs (Philadelphia)

Position: Associate Director, Farm to School	Department: 120/Nutrition Education
Reports to: Director of Nutrition Education	FLSA Status: Exempt
Revised: January 2025	Classification: Full-time

The Associate Director, Farm to School will work with the Director of Nutrition Education to oversee program planning, implementation and evaluation for all farm to school programming, including farm to ECE, farm to school and school-based programs. This includes oversight of programming, administration, budgets, coalition work, evaluation and coordination with other departments across The Food Trust. Additionally, the Associate Director will help to lead strategic planning for their program areas, as well as support strategic planning for The Food Trust.

The Associate Director is responsible for driving the execution of current initiatives, training and development of staff, overseeing team operations, ensuring the integrity of programming, monitoring and tracking deliverables, identifying opportunities for new initiatives, building strategic partnerships, writing proposals, and sharing successful programs at meetings and conferences.

This position has internal contacts with the entire staff and external contact with vendors, members of the community, funders, and project partners, and is expected to represent The Food Trust in a professional manner. This position has access to sensitive Food Trust information and is expected to handle such information with integrity and professionalism.

The Associate Director, Farm to School will report directly to the Director of Nutrition Education and participate in department activities and projects as necessary.

Essential Functions:

- Oversees The Food Trust’s Farm to School programs, including all initiatives that fall within farm to ECE, farm to school, and school-based programming.
- Develops, implements and monitors goals and objectives across multiple projects to achieve the successful outcome of programmatic initiatives.
- Manages the development, strategic growth and resourcing for new and existing initiatives.
- Develops, maintains, and leverages strategic relationships with external partners in public health, agriculture, child nutrition, early care and education, philanthropy and other sectors for program development.
- Supports the Senior Associates, Farm to School with the statewide Farm to School Network and related education, program oversight, networking and policy initiatives.
- Works with agency leadership to both ensure the successful implementation of current projects and develop new initiatives to support the strategic direction of The Food Trust.

- In consultation with the Director, works to recruit and retain diverse, well-qualified program staff. Supervises program staff by providing direction, coaching, and feedback; directs performance management processes.
- Develops and leads grant management for farm to school program areas, including the development of program budgets, identifying opportunities for fundraising, and supporting the Director with salary allocations. Cultivates relationships with funders and develops funding proposals for the program areas. Leads report and proposal writing.
- Represents The Food Trust at local, state and national convenings to present upon work, liaise with partners and create new connections with potential collaborators and funders.
- Works collaboratively with other Food Trust programs to support agency goals.
- Meet with the Director on an ongoing basis to review budget, staffing, and programming updates.

Non-Essential Functions

- Attend relevant workshops or join professional industry groups as necessary to maintain professional knowledge.
- Adheres to The Food Trusts' security guidelines and ensures the appropriate handling of sensitive information.
- Facilitates and attends relevant staff meetings to promote communication and execution of goals.
- Completes special projects specific to the function of the department or as needed for the department as directed by the supervisor.
- Other duties as assigned within the scope of position expectations.

Knowledge, Skills, and Abilities

- Understanding of The Food Trust's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- Content knowledge in one or more of the following areas: early childhood, youth or adult learning techniques, food policy, public health.
- Ability to travel in and around the Philadelphia region to conduct community outreach in diverse areas.
- Knowledge of community participatory practices.
- Ability to supervise and direct the work of others.
- Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office, Access database, Excel, and customized databases.
- Strong written and verbal communication skills and effectively communicate with and persuade individuals and groups.
- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- Ability to effectively and efficiently coordinate programming and special events.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external business partners, corner-store owners, and the community.

Experience, Education, and Licensure

Minimum Experience: 8-10 years of related experience; at least 3 years of supervisory experience

Minimum Education: High School Diploma; BA/BS degree from an accredited college or university in a related field of study or some college is preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will frequently stand and walk to/from or while conducting corner-store conversions or outreach; the employee will on a daily basis sit, use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
2. The employee must occasionally lift and/or move up to 25 pounds of program materials and other related documents.
3. Operate related office equipment and use necessary tools.
4. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate.
2. Although work is primarily indoors, you will be required to travel to community sites on a regular basis.
3. Position may require occasional trips to attend conferences seminars, and meetings.
4. May require working non-traditional hours based on operational needs.

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

How to Apply

Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference "Associate Director, Farm to School" in the subject line.

The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.