Title: Local Food Access & Farm to Institution Program Director  
Reports to: Director of Programs  
Supervises: Farm to School Program Coordinator, Local Food Access Coordinator, and Direct Markets Coordinator  
Position type: Full time (40 hours/week), salaried, benefits-eligible

Job Summary: NOFA-VT’s Local Food Access Program seeks to make local and organic food accessible to all Vermonters in both institutional and direct-to-consumer settings, while also contributing to market development and supporting thriving institutional and direct market sales channels for local and organic producers. The LFA & FTI Program Director is responsible for leading NOFA-VT’s Local Food Access team, and for contributing to Farm to Institution (FTI) program work. FTI Program work includes working closely with institutional food service professionals, farmers, and other stakeholders to support values-based local and organic food purchasing, and leading NOFA-VT’s partnership in the VT Food Education Every Day (VT FEED) Farm to School project with Shelburne Farms. The LFA & FTI Program Director will report to the Director of Programs, and will supervise the Farm to School Coordinator, the Local Food Access Coordinator, and the Direct Markets Coordinator.

Job Responsibilities:
Team Management Responsibilities (approx. 40%)
- Supervision of the Local Food Access Coordinator, the Farm to School Coordinator, and the Direct Markets Coordinator
- Grant writing and management for Farm to Institution, Local Food Access, and Direct Markets programs, with support from the Director of Programs and program staff
- Program evaluation & reporting, with support from program staff
- Collaborate on strategic program development
- Collaborate with Director of Programs to develop and manage the team budget
- Actively contribute to a positive organizational culture

Farm to Institution Responsibilities (approx. 60%)
- Provide resources, professional development, and technical assistance for local and organic farmers to sell to institutions.
- Provide resources, professional development, and technical assistance to institutional food service professionals to build their capacity to procure local and organic food.
- Maintain the Vermont FEED Farm to School partnership with Shelburne Farms. Collaborate on strategic development of Farm to School programming and investment statewide, with a focus on the farmers and school nutrition professionals who are, or want to be, involved in local food purchasing for schools.
- Build and maintain partner relationships. Collaborate frequently and effectively with
representatives from key state agencies, supply chain actors, and other organizational partners and Farm to Institution stakeholders.

- Stay informed on and build relationships with the larger Farm to Institution supply chain including food hubs, distributors, and producer organizations
- Participate in the Sodexo Vermont First Advisory Board
- Participate in the Vermont Healthy Food in Health Care Working Group

Additional Responsibilities and Organizational Expectations (applies to all NOFA staff):

- Attend bi-weekly staff meetings and quarterly board meetings.
- Provide staffing support for the Winter Conference.
- Facilitate a minimum of 2 NOFA-VT events annually and support NOFA-VT outreach at 1-2 tabling events per year.
- Every staff person at NOFA aims to design a work plan that allows space for collaboration and support for emergent needs.

Desired Qualifications, Skills and/or Experience:

- Strong leadership, interpersonal, supervisory, and program management skills.
- Demonstrated ability to collaborate effectively on teams, with internal and external partners, and with diverse groups of stakeholders
- Strong knowledge of the Vermont food system, with a focus on local food access and direct-to-consumer market channels, such as farmers markets, farm stands, and CSAs.
- Significant relevant professional experience or demonstrated subject-matter knowledge of Farm to Institution and Farm to School, including, but not limited to:
  - Experience working with school or other institutional food service professionals
  - Knowledge of procurement procedures and institutional supply chains
  - Supporting farmers in accessing institutional markets
- Strong organizational skills and the ability to multitask.
- Significant experience facilitating engaging and interactive workshops, presentations, or trainings. Strong understanding of best practices in adult education and professional learning models.
- Excellent communication skills (written, interpersonal, public speaking)
- Understanding and sharing passion for the strategic vision of the organization.
- Proficiency in Google Suite and Microsoft Office programs.
- Frequent in-state travel required for meetings and events (day trips); Occasional regional travel for conferences or other professional gatherings (day trips or overnight)

Work Schedule and Location

Our office is located in Richmond, VT, though most staff work in a hybrid format, balancing in-person work and collaboration at the office or another central location, and working from home, if desired.
Work is typically conducted Monday through Friday during regular business hours, with occasional weekend and evening hours. Periodic travel is required for meetings, conferences, and events. Remote work from within Vermont will be considered, though applicants must have the ability and willingness to travel to the Richmond office, or other nearby locations, somewhat regularly for in-person collaboration.

**Compensation:** This is a director level position, falling into NOFA-VT’s program staff pay band of $30.55 - $37.41/hr, or $63,544 - $77,813 per year. NOFA-VT benefits include combined time off, health insurance, dental insurance, vision insurance, life insurance, retirement, and an employee assistance program.

**Equal Opportunity Employer**
NOFA-VT 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.

**To apply:** Please submit a cover letter, resume and contact information for two references to helen@nofavt.org with “Local Food Access & Farm to Institution Program Director Application” in the subject line. Application deadline: 1/8/23 for priority consideration, though the position will remain open until filled.