



## Vermont Sustainable Jobs Fund

*Accelerating the Development of Vermont's Green Economy*

### **JOB DESCRIPTION**

**On Behalf of:** The New England State Food System Planners Partnership

**Position Title:** Project Manager, New England Feeding New England Project

**Reports to:** Executive Director, VSJF

#### **Project Purpose:**

The project will bring together organizations, businesses, government entities and institutions from around New England to develop a plan to strengthen the viability, sustainability, reliability and resilience of the region's food economy. During a 2-year planning process, the Partnership will identify effective approaches to advocating for state-level and regional policy and investments that will lead to shortened food supply chains and will increase the amount of food that is both produced and consumed in New England. Deploying regenerative practices, the goal is to move the region from the current 10 percent to 35 percent regional food production for regional food consumption by 2035. The project centers equity at all levels and strives to distribute power, democratize decision-making, and ensure that BIPOC-led groups have access to leadership roles. *\*Note: The Vermont Sustainable Jobs Fund is currently serving as the fiscal sponsor for the funding for this project so the Project Manager will be on the VSJF staff but will work for the Partnership on this project.*

#### **General Work Experience:**

Three to five years of project management experience with an increasing level of responsibility. Knowledge of multi-stakeholder engagement processes. Experience managing federal and foundation grants. Experience interacting with state-level government and elected officials and government processes is a plus.

#### **Education:**

A bachelor's degree, at a minimum, in a relevant area of study to this project is desired.

#### **Primary Responsibilities:**

The Project Manager is responsible for implementing and overseeing the project work plan, and coordinating multiple committees and Partnership organizations who will be working together to compile information and develop coordination systems that support food supply chain reliability in New England for essential food products grown, processed and distributed within the region.

This is a non-exempt, part-time, temporary, grant-funded position, reporting to the VSJF Executive Director. The Project Manager will work directly with the state leads of the New England Food System Planners Partnership to accomplish project goals. Some travel within New England will be required, once COVID-19 restrictions have been lifted in a given state (although this is not likely until the second year of this project).

- **Project Management**
  - Coordinate Partnership activities, as outlined in project grant deliverables
  - Oversee the completion of deliverables assigned to Partnership organizations
  - Coordinate Project Steering Committee meetings including scheduling, agenda development and logistics
  - Coordinate the completion of activities assigned to various Work Group activities which may include state-level and regional convenings of stakeholder organizations, meetings with important stakeholder organizations, and elected and government officials
  - Manage researchers and consultant contracts and deliverables
  - Work with the Partnership and other regional stakeholder organizations to determine how to ‘govern’ the project past the planning phase, assuming continued funding for project implementation
- **Communication & Outreach**
  - Conduct outreach to stakeholder groups in the region to seek their involvement
  - Manage all external communications to stakeholder groups in the region
  - Develop and maintain communications systems between the various organizations and Work Groups involved in the project, including establishing a communication schedule to provide regular updates on the project to Work Group participants and other key stakeholders in the region
  - Work with communications professionals to develop messaging for lay audiences re: purpose of this project
- **Grants Management**
  - Manage federal and foundation grant reporting requirements, with VSJF Executive Director and Finance Director
  - Maintain project metrics and manage overall project evaluation
  - Assist with additional funding proposal writing and coordination
- **Other Duties**
  - Collaborate with VSJF staff to forward the organization’s work and mission
  - Represent VSJF at regional meetings and conferences, as needed

**Core Competencies and Qualifications:**

- Knowledge of components and issues related to the national and New England food system
- Able to take initiative and work well both independently and as part of a team, both remotely and in an office environment
- Strong interpersonal and facilitative leadership skills—team-oriented, personable, and professional
- Excellent written and oral communication skills
- Excellent project management skills (ability to move multiple project components forward simultaneously)
- Excellent organizational and critical thinking skills
- Experience managing federal grant reporting requirements
- Strong computer skills in MS Office such as PowerPoint, Word, and Excel
- Proficient data and file management skills
- Ability to represent the organization effectively at meetings and conferences and at other public engagements

**Desired Attributes:**

- Passionate about the food system and the opportunity to strengthen it in New England and pre-existing relationships with food system organizations in the region
- Passionate about VSJF's mission
- Creative, with a good sense of humor
- Detail oriented
- Enjoys and is able to work remotely, yet stays connected to core team members
- Quick learner and thrives in a multi-task / content heavy environment
- Outgoing and personable

This is a part-time (20 hrs/wk), two year, grant funded position. If additional funding is raised, this position could be expanded to full-time and/or over a longer period of time. Position start date is flexible, but preferred by February 1, 2021. Hourly rate for this position is \$31.25/hr and non-negotiable. Employee benefits per VSJF's Personnel Policy will apply.

Additional information about the New England State Food System Planners Partnership is available at <https://bit.ly/NewEnglandFeedingNewEnglandProject>. To apply, send a cover letter, resume and writing sample to the Executive Director, Ellen Kahler, at [jobs@vsjf.org](mailto:jobs@vsjf.org) by 5pm on 12/31/20.

**VSJF is an equal opportunity employer** that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. VSJF makes hiring decisions based solely on qualifications, merit, and organization needs at the time.

*The **New England Food System Planners Partnership**, comprised of six state-level food system planning organizations -- in collaboration with Food Solutions New England -- seeks to coordinate and align state-level food system networks to develop policies and practices that ensure food production, harvesting, processing, distribution, consumption, and waste management are developed equitably; that affordable and nutritious food is accessible to all; that food sector businesses are economically vibrant; and that all food system functions are performed in an environmentally sustainable manner.*

*The mission of the **Vermont Sustainable Jobs Fund** is to nurture the sustainable development of Vermont's economy by providing business assistance, network development, research and financing in agriculture and food system, forest products, waste management, renewable energy, and environmental technology sectors. The VSJF administers the Vermont Farm to Plate Initiative. To learn more about the VSJF and its efforts to accelerate the development of Vermont's green economy, visit [www.vsjf.org](http://www.vsjf.org).*