



Grant Program Manager Job Description

Job Title: Grant Program Manager

Reports to: Program Director

Job Classification / Employment Category: Exempt / Full-time employee

Position Location: Preference for the ability to work regularly from Farm Aid's office in Cambridge, Massachusetts, through a hybrid remote/in-office arrangement.

Posting Date: May 2022

Expected Start Date: Summer 2022

Overview and Organizational Summary

Farm Aid is a national, not for profit organization whose mission is to cultivate a vibrant and just, family farm-centered system of agriculture in the United States. Farm Aid artists and board members Willie Nelson, Neil Young, John Mellencamp, Dave Matthews and Margo Price host an annual festival to raise funds to support Farm Aid's year-round work with family farmers and to inspire people to value and choose family farm food. Since 1985, through the generosity of the artists who contribute their performances each year, Farm Aid has raised more than \$64 million to support our programs that **help farmers thrive, grow the Good Food Movement, take action** to change the dominant system of industrial agriculture and **promote food from family farms**. Farm Aid's work aims to:

- **Amplify** the voices of family farmers to bring attention to the challenges they face and the benefits they bring;
- **Connect** farmers to resources and opportunities, connect farmers to eaters, and in general connect people so that they may cultivate community and power;
- **Celebrate** family farmers, good food and the culture of agriculture, in which we all can participate;
- **Empower** farmers and eaters to participate in a democratic, just and sustainable farm and food system; and
- **Invest** talent, time and money in efforts that effect positive change in the farm and food system.

Farm Aid's vision—of a transformed America in which family farmers and eaters are partners in a thriving farm and food system that benefits all—is not possible without actively being part of the struggle for racial equity and justice. We are on an active journey of learning how to express our values and take stronger action to end racism in our society and in our farm and food system. We are committed to listening, learning and strengthening our work to advance racial equity and justice.

Deeply rooted and at a time of exciting growth, Farm Aid seeks a Grant Program Manager to advance

Farm Aid's mission through strategic development and direction of Farm Aid's grant programs. Reporting to the Program Director, the Grant Program Manager helps shape Farm Aid's investment in grassroots efforts across the country to advance economic justice for farmers, racial equity in food and farming, and regenerative and resilient agriculture.

Key responsibilities include:

- Direct and guide Farm Aid's grant programs, which include organizational grants to support the food and farm movement, emergency grants to support farmers in crisis and following natural disasters, and leadership grants to strengthen and elevate the voices of farmers. Facilitate productive and effective coordination between grantmaking and across Farm Aid's programmatic work.
- Serve as the primary liaison with Farm Aid grantees and prospective grantees, leveraging Farm Aid's unique assets to increase grantee visibility, capacity and impact.
- Steward Farm Aid's engagement and collaboration with the broader funding community, elevating the profile of Farm Aid priorities to build the capacity of farmers, grassroots leaders and partner organizations.
- Expand and deepen Farm Aid's ability to measure the impact of its grantmaking, ensuring its grant programs are leveraged for maximum community and organizational impact.

Program Management (45%)

1. Engage in thought partnership with Farm Aid staff to envision, articulate and operationalize the grant program in the organization's agenda for social change, incorporating input from all sources.
2. Oversee the administration of Farm Aid's grant programs throughout the grant lifecycle, including grant program budget implementation and monitoring. Ensure the effective development and implementation of policies, processes, and systems related to grants information and data management.
3. Facilitate the annual and ongoing grant review process, in which all staff are encouraged to participate, ensuring alignment with Farm Aid's grantmaking goals and priorities, as well as effective coordination of the team. Review a substantial portion of grant applications.
4. Engage in exploration and outreach to grassroots organizations and emerging efforts that engage and benefit family farmers. Respond to inquiries from grantees and prospective grantees about opportunities, guidelines, application requirements, etc.
5. Work collaboratively with program director, hotline, farmer services, advocacy/policy and other staff to ensure productive and effective coordination across programs.

Funder Community Engagement (20%)

1. Serve as Farm Aid's liaison to broader funding communities, cultivating and leveraging current and new relationships with funders, grantees, and other partners. Participate in funder affinity groups and networks to both deepen and broaden the reach of family farmer issues, perspectives and work.
2. Elevate the work of Farm Aid and our partners/grantees within the funding community and increase awareness and philanthropic activity that advances Farm Aid's mission.

3. Coordinate and mobilize funders for collective impact around priority areas of work where existing affinity groups or networks do not exist.

Program Evaluation and Impact Assessment (25%)

1. In partnership with the Program Director and other staff, design and implement an evaluation framework to assess the strengths of Farm Aid’s grant making program—both its implementation process and outcomes—and identify gaps or areas for improvement.
2. Facilitate and generate organizational and public-facing communications about the work and impact of our grantees and Farm Aid’s role as a funder in the food and farm system landscape. Utilize storytelling to show how change is made in the farm and food system through collective action.
3. Regularly review progress towards implementing organizational goals and objectives, producing timely internal and external reports as needed.

General and Festival (10%)

1. Engage in planning and implementation of annual festival programming and event functions in general, with emphasis on funder engagement as applicable.
2. Represent Farm Aid at farm conferences, meetings, trainings and with media as needed, to connect with partners and drive programmatic goals forward.
3. Contribute to Farm Aid communications and content development, especially to communicate the impact of Farm Aid’s grantmaking and support.
4. Contribute to Farm Aid’s fundraising efforts, including grant seeking strategy; partnering with staff on crafting fundraising proposals and reports; offering program/project knowledge and content; assisting with events, donor visits and other activities as needed.
5. Participate in staff meetings, reviews, planning retreats and other related activities in support of organizational goals.
6. Other duties as assigned.

Key Capabilities and Characteristics:

- 5+ years of progressively responsible and relevant experience in grant making and program development;
- Familiar with the key trends, issues and challenges in the fields of agriculture, environment and food, and the intersection of social and economic justice. Nuanced understanding of racial, social and economic justice;
- Strong analysis and substantive knowledge of the funding landscape as well as best practices in decision making and accountability in relation to grant making required. Preferred experience in grantmaking in environment, agriculture, arts and culture, social, environmental and/or economic justice fields;
- Ability to assess the leadership, track record, fiscal health and capacity of a nonprofit organization to execute a proposed program or project;
- Demonstrated ability to think critically about program design and implementation;

- Quantitative and qualitative data aptitude; ability to ask the right questions; experience with data analytics and evaluation;
- Creative, flexible, and collaborative with an ability to work in a team environment; demonstrates a high degree of initiative; effectively translates concept into action;
- Excellent written and oral English is required; strong presentation skills and the ability to clearly articulate ideas;
- Advanced computer skills, including MS Word and Excel required; experience with data management platforms preferred (Salesforce a plus).

Compensation, Hours, and Location

While Farm Aid continues to operate predominantly on a remote basis due to the COVID-19 pandemic, we prefer that the Grant Program Manager be able to work regularly from our Cambridge, Massachusetts, office when public health and safety guidelines allow for our office reopening in a remote-hybrid model.

Compensation is \$60,000-66,000 based on experience. Benefits include 100% health insurance premium coverage (for up to full family coverage, ranging in value of up to \$30K+ annually depending on coverage); 20 days (4 weeks) of paid vacation; 10 days paid sick and excused time; 2 civic engagement days; 11 holidays + office closure from December 24 through January 1; option to participate in company IRA, FSA and Employee Assistance plans; longevity bonus program rewarding each year of service and including a paid, twelve-week sabbatical after seven years of service; as well as an exciting work environment with smart, passionate people seeking to make change in our food and farm system.

Farm Aid is an Equal Opportunity Employer

Farm Aid recognizes that people gain skills through a variety of professional, personal, educational, and volunteer experiences. If you feel passionate about our mission and believe that you have the skills and valuable perspective to contribute to the growth of our organization, we encourage you to apply, even if you don't believe you meet every one of our described qualifications or have a less traditional background. We believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone and encourage applications from candidates whose identities have been historically under-represented in the farm and food movement.

Farm Aid is an equal opportunity employer and does not discriminate against any team member or candidate because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy, or any other basis protected by federal, state or local law.

How To Apply:

If you are passionate about our mission and believe that you have the skills and valuable perspective to contribute to the growth of our organization, we'd love to hear from you!

- Submit your complete application to [hiring@farmaid.org](mailto: hiring@farmaid.org) with “Grant Program Manager” in the subject line. In the email, please include your personal pronouns for how you like to be addressed and attach the enclosures listed below. Note that incomplete applications may not be reviewed. Enclosures include:
 - a **cover letter** indicating where you learned of this opportunity and highlighting your experience, skills and interests relevant to the position and listed qualifications
 - a **current resume**, and
 - a **writing sample or example of relevant work**
- We will accept and consider applications on a rolling basis and seek to make a hire in summer 2022.
- Farm Aid will confirm receipt of your application and will reach out directly only if you are being considered as a candidate for the position.

For more information about Farm Aid, please visit www.farmaid.org