JOB POSTING: Associate Director

The Rhode Island Food Policy Council (RIFPC) is a statewide network established in 2011 with a mission to promote a more equitable, accessible, economically vibrant, and environmentally sustainable food system. We cultivate partnerships, develop and implement high-impact projects, and advocate for good food policy. We center equity in our work, which touches all parts of the food chain – production, harvesting, processing, distribution, consumption, and waste management. We operate with a small, all-hands-on-deck, collaborative professional staff, 25 engaged and diverse council members, and hundreds of stakeholders from across the Ocean State. More information about RIFPC can be found at www.rifoodcouncil.org.

The RI Food Policy Council seeks a full-time **Associate Director** to oversee and manage the internal operations of RIFPC. The **Associate Director** will assist the Network Director in the development, execution, and monitoring of all operational policies in a manner consistent with the organization’s mission and values. The **Associate Director** will ensure that program staff are integrated into development efforts, including fundraising. This role is the primary coordinator for the Council and secondary liaison to the board. The **Associate Director** plays a key strategic role and will partner closely with the Network Director to chart RIFPC’s future growth and strategic response to ever-increasing demand for the organization’s services.

The successful candidate for this position will be highly organized, possess excellent written and verbal communication skills, and have an interest in the development of a just and resilient local food system. We seek a person who has expertise with financial management, grant management, human resource management, operations management, nominations and selection processes, fundraising and grant writing.

This is a full time, salaried position (37.5 hour per week). The position is based in Rhode Island with a home office location and virtual work expected. Regular meetings in Providence are also expected, and work will be executed across the state as conditions allow. This position is subject to availability of funds.

**RESPONSIBILITIES**

- Contribute substantively to the development of RIFPC’s strategic processes and plans
- Lead financial administration in tandem with the Network Director and board treasurer
- Support the Network Director in preparing for board meetings
- Lead grant administration in tandem with the Network Director and board treasurer
- Support the Network Director in HR administration
- With the Network Director, supervise and oversee the work of programmatic staff and consultant partners
- Coordinate Council meetings and support Council Committees and Work Groups
- Coordinate Council member and board member application/nomination processes
- Perform development research and grant writing
- Work as a leader within an all-hands-on-deck, nimble, creative, and effective team
REQUIREMENTS

• Ability to think strategically as well as handle the details of day-to-day operations
• 5-7 years of relevant, progressively responsible professional experience focused on nonprofit administration and management
• 3-5 years experience in nonprofit financial administration
• 3-5 years experience in managing the administrative processes for Federal, state, and philanthropic grants and contracts
• 3-5 years experience in Human Resources administration
• Experience in meeting coordination and facilitation
• Experience leading and coordinating recruitment/selection processes
• Strong Facility with Google Drive, MS Office Suite, Zoom, Basecamp, database management
• Excellent time and project management skills
• Strong active listening, verbal, and written communication skills
• Bachelor’s degree required; master’s degree in nonprofit management, public administration, or related field preferred
• Knowledge or awareness of the Rhode Island and New England food system preferred
• Ease in working and communicating with a broad range of demographically, experientially, and cognitively diverse people

RIFPC encourages applications from individuals who possess the key competencies and a demonstrated ability to execute the responsibilities, even if they don’t have every listed qualification/skill. If you want to promote a more equitable, economically vibrant, and environmentally sustainable food system in Rhode Island, please send a cover letter with salary expectations and resume with “Associate Director” in the subject line to jobs@kkandp.com. The RI Food Policy Council is offering a competitive salary, full benefits, and a flexible workplace with a collegial environment where individuals are valued for their social/group identities.

Qualified candidates will be contacted by email. Employment history and/or background check including 3 references are required of final candidates. The RI Food Policy Council is an Equal Opportunity Employer and values the benefits of a diverse organization. We encourage qualified applicants who have lived experience of inequities within our food system to apply.

**SALARY:** $75,500