



Job Description – Co-Director for Partners IN Food and Farming

Position Title: Co-Director

Reports To: Board of Directors

Employment Status: Full-time, remote based in Indiana.

Note: This position is currently grant funded for 1.5 years. It is the goal of our work to raise the funds necessary during this time to continue with the current staffing structure.

FLSA Status: Exempt

The Work: We are building a statewide sustainable food and farming organization Partners IN Food and Farming (PIFF). Through focused collaboration, support, and partnerships, PIFF will work closely with food and farm stakeholders to create a stronger food system for Indiana.

For more information on the grant that is funding the creation of PIFF, click [here](#). For information about PIFF overall, click [here](#). For a full job description with example tasks click [HERE](#).

Position Summary

The two Co-Directors work closely together and collaborate regularly on many aspects of the organization. The new Co-Director will oversee PIFF's day-to-day activities, ensuring the organization is managed and performing efficiently and effectively; lead our fundraising and financial management, including grant writing; and initiate our food system efforts. The second co-director focuses heavily on programming.

Fundraising and Financial Management - 30% FTE

- Work with Co-Director and Board treasurer to establish budgets for organizational and programmatic needs
- Develop a fundraising plan with board input
- One-on-one meetings with donors

Network Development - 20% FTE

- Attend existing coalition and network meetings to identify allies and stakeholders
- Build ties with food system partners statewide, from nutrition to policy to research and beyond
- Assess how PIFF might contribute to or compliment existing efforts, or fill in gaps in food systems work in Indiana

Human Resources - 15% FTE

- Conduct performance evaluations that are timely and constructive
- Maintain overall responsibility for recruitment, employment and release of all contractors, paid staff and volunteers

Board - 15% FTE

- Serve as primary liaison with Board
- Work with the Board to develop sound organizational practices
- Coordinate board development, including recruit additional board members

Organizational - 10% FTE

- Establish organization as a legal 501c3 entity, and ensures compliance with charitable standards so 501c(3) status is maintained
- Review, analyze, and evaluate business procedures.
- Implement policies and procedures that will improve day-to-day operations.

Operational and Administrative - 10% FTE

- Coordinate all contractors, including developing RFA's, selection, developing MOUs, communication, and assessment of their deliverables
- Project a positive image of the organization to employees, customers, industry, and community.

Compensation and Schedule

The starting annual salary for this role is \$68,500 - \$78,500. PIFF does not currently offer insurance or retirement matching, but benefits include generous paid time off and a flexible work schedule. While travel will be required, much of the work can be done remotely from a location in Indiana.

Qualifications

- Committed to working as a valued and equal member of the leadership team
- 2-5 years years' senior nonprofit management experience or other relevant experience
- Experience managing finances
- Excels at grant writing and/or grant management
- A background in food or agriculture issues
- Strong written and oral communication skills with public speaking experience
- Proficiency in general office tools such as word processing, electronic communications, and database management
- Personal qualities of integrity, credibility, and a commitment to PIFF's goals
- Ease in managing multiple projects simultaneously, working independently and under a deadline, prioritizing responsibilities, taking initiative, and protecting confidential information
- Values collaboration, building relationships, and empowering stakeholders
- Experience facilitating groups
- Careful and sensitive professional judgment

How to Apply

To apply, email resume, references, and cover letter to Jessica Murnane, Director of Operations, at jessica@indianafarming.org. Applications will be reviewed on a rolling basis starting May 5, 2023.

PIFF seeks to help build equity in Indiana's food system and farming community, including through our hiring practices. We are an equal opportunity employer. PIFF values a diverse workplace and strongly encourages women, Black, Indigenous, and people of color (BIPOC) candidates, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.