

## **Local Food Systems Coordinator Job Description**

### **Purpose of Position**

ANCA seeks a proactive, creative, collaborative and experienced individual to serve as ANCA's Local Food System Coordinator. ANCA has played a significant role in developing projects that deliver locally-grown food to schools, increasing farm viability; supporting the growth and strength of local food systems through direct support of food hubs, farmers, and other players within the food value chain; and increasing access to local food to people at diverse income-levels. The successful candidate will continue to increase ANCA's effectiveness across the region to transform local economies through the development of strong local food systems. Reporting to ANCA Executive Director Kate Fish, this person will work out of ANCA's office in Saranac Lake, NY.

ANCA is a 64-year-old private, not-for-profit corporation located in Saranac Lake, NY. It has long-standing programs in a variety of community and economic development areas and benefits from a wide range of funding sources and membership support. Please see [www.adirondack.org](http://www.adirondack.org) for more information.

### **Duties and Responsibilities**

The Local Food System Coordinator will have responsibility in three key areas: program management, partner engagement and program development.

#### **Program Management**

- Implement grant requirements including reporting and invoicing, with support from ANCA.
- Evaluate and report on programming by utilizing effective tools and processes to inform future program design, improve effectiveness and demonstrate value.
- Participate in the promotion and support of ANCA's other core program areas.
- Participate in educational workshops, symposia and trainings to meet program goals and contract requirements.
- Stay informed on agriculture and related policies and technology developments relevant to northern New York.

#### **Partner Engagement**

- Retain and build strategic partnerships to facilitate program outreach for target sectors as well as expand funding opportunities and success.
- Develop strong networks with the region's farmers, food hubs and other food system players.

- Cultivate private sector and philanthropic relationships to inform program development and to grow ANCA's membership.
- Build confidence and trust with program managers and staff from NYS Ag & Markets and other relevant state agencies as well as ANCA's contract partners.

### **Program Development**

- Establish and advance a "high impact" food systems implementation strategy that aligns with ANCA's New Economy goals.
- Integrate systems for rigorous data collection to track program impact and assess progress toward project, program and overall organizational goals.
- Identify foundations and other philanthropic resources for program funding; lead proposal development effort to secure funds to further ANCA's food system work.

### **Qualifications & Skills**

- Bachelor's degree; 3-5 years of related professional experience (including experience in local food system development)
- Excellent writing and analytical skills
- Demonstrated expertise in managing complex projects, either individually or as part of a team
- Demonstrated teamwork and experience in a collaborative work setting
- Able to create an atmosphere of mutual respect and open communication
- Superior time management skills and ability to prioritize high-volume workloads; ability to meet deadlines consistently
- Highly professional with a strong work ethic
- Ability to maintain professional relationships with various stakeholders including staff, program partners, donors, media and government leadership
- A commitment to ANCA's mission
- Ability to adapt quickly to challenges and changing environments
- Recognized as a creative and practical problem-solver

### **Benefits & Salary:**

ANCA offers a competitive salary commensurate with experience and a benefits package. ANCA is an equal opportunity employer and welcomes candidates from diverse backgrounds.

### **How to Apply:**

Please send a cover letter, resume and references to: [kfish@adirondack.org](mailto:kfish@adirondack.org). No phone calls please. Please submit applications by Friday, November 22, 2019.