

Job Opening: Program Director

The Ohio Ecological Food and Farm Association (OEFFA) has a job opening for a highly experienced and motivated individual to serve as Program Director. The successful candidate will lead a team of bright and passionate individuals who are committed to furthering sustainable and organic agriculture, family-scale farming, and the local food economy. Please consider applying if you have relevant experience in farmer education and advocacy, sustainable and organic agriculture, and leading high performing teams towards a common goal.

Position Summary

Reporting to the Executive Director, the Program Director will have strategic and operational responsibility for OEFFA's educational and membership programs and will collaborate with and manage the staff responsible for these efforts.

This full-time position has an annual compensation range of \$59,000-63,000 per year, commensurate with experience. Benefits include insurance (medical, dental, vision), generous paid time off, and a SIMPLE IRA retirement plan. The position is based in OEFFA's Columbus office but hybrid arrangements will be considered, with a minimum commitment of 40-50% of work conducted at the office location.

Essential Functions

- Help develop and direct key programmatic efforts, including OEFFA's educational programs related to beginning farmers, sustainable and organic agriculture, and social justice in farming as well as the membership program
- Have ultimate responsibility in ensuring that Program activities are carried out with a high degree of excellence and that grant obligations are met
- Provide leadership, supervision, and coaching to Education Program staff
- Ensure personnel are sufficiently and appropriately qualified, trained, and afforded opportunities for continuing education and development
- Assist in the creation and monitoring of OEFFA Education Program's budget
- Collaborate with OEFFA's Communications Director regarding outreach, including annual printings and mailings; website materials; OEFFA's annual report; membership materials; and event promotion
- Participate in hiring decisions; coordinate and conduct staff evaluations; approve timesheets, time off requests, and reimbursement requests
- Review and approve purchases of goods and services and all grant-related expenses
- Create agendas and facilitate staff meetings
- Assist OEFFA members and constituents as needed; act as the point person for major issues and problems
- Assist with special events, tasks, and projects as needed and respond to special requests from other organizations and individuals
- Provide excellent customer service and assistance to our members and constituents by ensuring information and assistance needs are met, and all work is handled in a professional manner

Qualifications

- Bachelor's degree or higher in a relevant field preferred
- Strong organizational and analytic skills, and experience working with project workplans, timelines, and budgets
- Passion for and deep knowledge of sustainable and organic agriculture, family farms, and local food systems
- A successful history in developing and implementing complex educational programs and projects
- Experience writing and reporting on grants
- Experience managing personnel and building and leading high-performing teams
- Excellent written and oral communication skills
- Ability to prioritize and manage multiple tasks at the same time
- Commitment to performing work with a high degree of accountability and consistent excellence with exceptional attention to detail and accuracy
- Ability to establish and cultivate strong relationships with co-workers, clients, and external stakeholders
- A commitment to building a workplace that brings a diverse set of experiences and is welcoming and inclusive to all backgrounds and identities

Application process

Initial review of applications will begin immediately and will continue on a rolling basis until the position is filled. If the posting is still on the OEFFA website, we are continuing to accept applications.

Your application should be addressed to Carol Goland, Executive Director, and consists of three items: a cover letter, resume, and contact information for three professional references (indicate relationship to you). In your cover letter please address how your experience and background meet the requirements of the position. Please combine these as a single PDF file and submit via email to jobs@oeffa.org and for the subject line use "Program Director"

We seek to recruit, develop, and retain the most talented people from a diverse candidate pool, and all employment is decided on the basis of qualifications, merit, and organizational need. In the same way that biological diversity is foundational to the healthy agricultural systems we support, we recognize that diversity of people makes OEFFA healthier and more sustainable, and thus is a core value of our organization. As part of the application, we invite candidates to describe how their life experiences enrich the diversity of our organization.

About OEFFA

OEFFA was formed in 1979 and is a tight-knit, membership-based grassroots organization, dedicated to promoting and supporting sustainable, ecological, and healthful food systems. Our members include farmers, gardeners, and conscientious eaters who committed to work together to create and promote a sustainable and healthful food and farming system.

We are attentive to the ways in which our organizational culture advances our progress towards fulfilling our mission. The nature of our work necessitates that each staff member collaborates with others and generously supports the work of colleagues and those we serve. We value individual and collective creative problem-solving, commitment to shared responsibilities, integrity, initiative, and effective communication