



Senior Director, Programs and Policy

About the National Farm to School Network

The National Farm to School Network (NFSN) is an information, advocacy, and networking hub for communities bringing local food sourcing, school gardens, and food and agriculture education into schools and early care and education (ECE) settings. Farm to school empowers children and families to make informed food choices, while strengthening the local economy and contributing to vibrant communities. NFSN provides vision, leadership, and support at the state and national levels to connect and expand the farm to school movement. Our network includes national staff, nearly 200 Core and Supporting Partners, an Advisory Board, and thousands of farm to school supporters. For more information, please visit www.farmtoschool.org. NFSN is a project of Tides Center, the nation's largest fiscal sponsor. Tides Center is a nonprofit organization based in San Francisco that works with individuals, groups, and funders to implement and accelerate positive social change in the nonprofit sector. For more information, please visit www.tides.org.

Position Description

Reporting to the Executive Director, the Senior Director of Programs and Policy will lead the strategic direction of programming and policy advocacy aimed at institutionalizing farm to school in all 50 states, Washington, D.C., and U.S. Territories. Responsibilities include successful implementation of programs and policy activities with an eye towards innovation, oversight of Core and Supporting Partner engagement and capacity building, and cultivation of strategic partnerships with national organizations and federal agencies to advance NFSN's mission. The Senior Director will manage overall direction and leadership for the function areas of programs and policy, including staff management. This position will remain open until filled.

Essential Duties and Responsibilities

Successful Implementation and Growth of Programs and Policy Activities (40%): Direct all NFSN programmatic and policy activities with an eye towards innovation and accomplishment of strategic priorities.

- Coordinate programs and policy deliverables through related calendars and travel schedules; monitor and guide implementation and reporting for programs and policy activities.
- Lead the planning and implementation of programs and policy grant projects, including the hiring of qualified staff or contractors, coordinating with partners, and monitoring and evaluating project activities and deliverables.
- In conjunction with the Development Team, ensure that grant project reporting is high quality, completed on time and per funder requirements.
- In coordination with the Development Team, communicate with funders of existing project grants regularly to provide updates and to explore new opportunities for collaboration. Develop and pursue fundraising priorities and cultivate new funder relationships.
- Lead program planning for NFSN Annual Meetings and biennial National Farm to Cafeteria Conferences.
- Integrate and prioritize advancement of racial and social equity into all programming and policy advocacy including the use of NFSN's equity assessment tool.
- Guide staff attendance at strategic conferences and events to increase NFSN visibility and outreach. Field inquiries and guide decisions for fee for service speaking engagements.



- Direct the growth of the programs and policy portfolio through the development of annual priorities; identify and pursue strategic and innovative initiatives that complement and advance NFSN's mission.
- Provide content expertise and guidance for NFSN's core functions of information, networking, and advocacy.

Core and Supporting Partner Engagement and Capacity Building (20%)

- Direct Core and Supporting Partner engagement and capacity building based on identified needs aligned with the Strategic Plan, including topical calls and webinars, check-ins, and the NFSN listserv.
- Serve as primary point of contact for Core and Supporting Partners, orienting new partners and troubleshooting as needed.
- Provide technical assistance to Partners and channel Partners to other staff members and sources for needed information.
- Lead planning and implementation of changes to the Core and Supporting Partner network structure, as needed.

Cultivation of Strategic Partnerships (20%)

- Develop and leverage partnerships with national organizations, including the National Partner of the Year program, to expand the reach and capacity of NFSN's mission.
- Improve and expand partnerships with federal agencies to leverage resources, eliminate programmatic overlap, and create mutually beneficial outcomes.
- Identify new partners in NFSN programmatic priority areas, such as Native communities and ECE.

Leadership (20%)

- Provide supervision and mentorship to programs and policy staff, fellows, and interns, including regular feedback and guidance on progress, annual job plans developed and monitored, and professional development provided.
- With the Senior Director of Finance and Operations, ensure annual performance evaluations for NFSN Programs and Policy staff, and 90-day reviews of new staff.
- Serve on the NFSN Leadership Team and contribute to the organization's strategic planning processes.
- As part of the NFSN Leadership Team, participate in Advisory Board & Executive Committee meetings, and serve as staff liaison for the Programs and Policy Committee.

Other Duties and Responsibilities

- Represent NFSN at conferences and events
- Travel as needed for conducting the duties of the position and for representing NFSN
- Participate in staff meetings
- Complete organizational monthly reporting

Education and/or Experience

- College degree or three years equivalent work experience required; advanced degree or five years equivalent work experience preferred
- Minimum of 5-7 years of experience in farm to school, child nutrition, community food systems, or a related area



- A minimum of five years supervising others in a leadership position
- Excellent performance history in prior positions

Knowledge, Skills, and Abilities

- Knowledge or experience in policy advocacy campaigns related to the areas of community food systems, child nutrition, food and agriculture, public health, and education
- Knowledge or experience in farm to school or food systems initiatives
- Content knowledge in racial and social equity principles and capacity to apply and advance equity in farm to school
- Collaborative nature, skilled at developing good working relationships with organizational colleagues, partners, and contractors
- Ability to operate in a fast-paced environment, handling multiple tasks
- Exceptional trouble-shooting and problem-solving skills, ability to resolve issues proactively and creatively
- Excellent verbal and written communication skills
- Passion and interest in NFSN's mission and activities
- Proven ability to plan and manage projects and meet deadlines
- Strong administrative skills and attention to detail
- Innovative strategic thinking skills
- Experience working in coalitions and/or collaborative settings
- Ability to motivate and inspire others to take action
- Proven leadership skills, including success in a supervisory role
- Sound judgment and critical thinking
- Ensures completeness, accuracy, and timeliness in all work

Organizational Relationships

The Senior Director of Programs and Policy reports directly to Executive Director, serves as a member of the Leadership Team, and supervises Programs Team staff and the Policy Director.

Compensation and Benefits

This is a full-time (40 hours per week), exempt position that includes benefits. Salary range is \$75,000-85,000 based on experience. NFSN/Tides Center offers a generous and comprehensive benefits package.

Physical Demands

This position requires approximately 8 hours per day either sitting at a desk (responding to emails, developing materials, or being on the phone) or attending meetings outside of the office. This position requires some travel (on average once a month) to conferences within the United States and events to represent NFSN, and to attend organizational staff meetings and an Annual Meeting.

Work Environment

This is a remote position, and applicants may be located anywhere with reasonable access to transportation in the United States with preference given to candidates in or near Washington, DC. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the employee will encounter: a basic office environment and visits to schools or farms, conference centers, or



hotels where events are being held.

To apply

To apply for this position, submit a cover letter, resume, and three professional references to jobs@farmtoschool.org. Please include “Senior Director, Programs and Policy” in the email subject line. This position will remain open until filled. Qualified candidates will be contacted by phone or email. National Farm to School Network may conduct reference checks and skills assessments for final candidates.

National Farm to School Network, a project of Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Applicants from groups most impacted by systemic inequities, including people of color, are strongly encouraged to apply.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.