

## **Sustainable Agriculture and Rural Communities Director**

### **Posted: March 21, 2022**

The National Center for Appropriate Technology (NCAT) is a private non-profit organization whose mission is to help people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources. NCAT works to foster and promote sustainable technologies and systems, especially for the benefit of economically disadvantaged individuals and communities. NCAT's work includes nationally recognized projects in agriculture, food, and energy.

NCAT is seeking a Sustainable Agriculture & Rural Communities Program Director (SARC). Under the general supervision of the Executive Director, the position is responsible for providing strategic leadership for the SARC program, directly manages six regional directors, oversees the activities of 30+ SARC team members, and provides oversight of more than 50 funded projects and several long-standing programs. The SARC Program Director will supervise the Regional Directors and assist the Executive Director in developing and implementing the organization's strategic long- and short-range plans for the SARC program. The SARC Program Director will represent NCAT and interact with other professional and community groups, partners, and stakeholders.

The position may be located anywhere in the continental United States and will provide an outstanding opportunity to work with a dedicated and professional staff on a national level.

**QUALIFICATIONS:** The position requires an equivalency of an MA/MS in an appropriate field plus at least eight years of related professional experience or training (or) a BS degree in a relevant field plus at least ten years of related experience or training. On farm experience is preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Commitment and passion for the NCAT mission;
- Thorough understanding of non-government and government contracting, grant compliance issues, budgeting, fiscal planning and management;
- Extensive project management expertise;
- Strong knowledge in the sustainable agriculture arena to include sustainable farming topics, critical farming research and agribusiness needs;
- Strong interest and knowledge of mission-driven, non-profit organizations;
- Thorough familiarity with federal and/or philanthropic funding opportunities and processes;
- Ability to be a visionary with excellent technical skills, sound judgement and strong operations focus, advocacy for NCAT's mission as stated in the Mission Statement;
- Excellent organizational, verbal and written communication skills, with experience in public speaking, presentation, writing, editing and research;
- Extremely proficient with Microsoft Office Suite;

- Experience working with non-profit management, non-profit finance, and board of directors;
- Strong organizational and planning skills with attention to detail;
- Ability to work independently and in a team environment;
- Ability to manage people and projects at a distance;
- Capability to prioritize work assignments and to complete tasks in a timely manner;
- Ability to manage, train, mentor, coordinate and delegate;
- Ability to build relationships and collaborate with community organizations, government agencies, non-profit organizations and other partners;
- Willingness to travel, as some travel will be required.

## **RESPONSIBILITIES:**

- Promote and support NCAT's mission;
- Serve as a member of the Executive Team responsible for meeting NCAT's Strategic Goals. Participate in team meetings and discussions to develop and implement work plans, internal policies, organizational strategies, and new business development.
- Develops, implements, oversees, and evaluates projects within the Sustainable Agriculture and Rural Community program. Exercises decision-making authority over the administration, resource management and technical performance of assigned projects. Identifies potential funding sources, develops proposals and budgets for program maintenance, and implements contracts. Prepares reports required under the contract and performance plans, ensure project deliverables are being met.
- Supervises and provides leadership to assigned staff. Participates in the hiring process, mentors, and evaluates staff, nurtures development of staff capabilities, implements training and skills development, evaluates position and program staffing needs;
- Communicates regularly with the Executive Director, Chief Operating Officer, ATTRA Director, Regional Directors and other program staff regarding program and budgeting activities. Works closely with Executive Director and Chief Financial Officer to ensure that fiscal budget and program goals are being met. Routinely communicates project status to the Board of Directors;
- Coordinates and directs subcontractors and oversees their deliverables;
- Attends conferences, workshops, seminars, and related meetings in support of the program. Serves on both formal and informal committees. Liaisons with individuals and organizations involved in the sustainable agriculture arena;
- Prepares written reports, publications and other materials; Provides oversight of research development; communicates with farmers, cooperative extension services, agribusinesses, farm groups, university researchers and related information providers;
- Participates in corporate development activities. Assists in the development of RFP bid responses. Prepares proposals and assists in grant/contract negotiations;
- Works with Communication Director and team on content for websites, social media, and other outreach and marketing strategies for the SARC program and related projects;

- Works closely with Chief Operating Officer and Human Resources in attaining affirmative action goals, in assuring a drug-free workplace and in protecting NCAT's employees from harassment or discrimination.

**SALARY AND BENEFITS:** \$88,000 - \$96,000 annually depending on qualifications and experience. Excellent benefits include flexible schedule, paid vacation, sick leave, and holidays, health, dental, vision, life and disability insurance, a cafeteria and 401(k) plan and a pleasant, professional environment.

**APPLICATION PROCESS:** Applications will be accepted until a suitable candidate can be identified. Early applications are encouraged. Applicants are encouraged to visit [www.ncat.org](http://www.ncat.org) and [www.attra.ncat.org](http://www.attra.ncat.org) to learn more about NCAT. NCAT employees interested in the position should email Human Resources a letter of interest as soon as possible. All persons interested in being considered for the position must submit an NCAT application and upload a resume and cover letter through BambooHR. To start the application process please visit [NCAT Employment Application](#) and complete the online supplemental application. Incomplete applications or references on the application to "see resume" will not be considered. The next part of the process is uploading a current resume and a cover letter highlighting experience and skills relevant to the listed qualifications. Resume and cover letters can be uploaded at <https://ncat.bamboohr.com/jobs/>. Simply choose the position you are applying for and then click "apply for this job" to upload the required resume and cover letter. Questions about the application process can be directed to:

Kriss Sullivan, Director of Human Resources

e-mail: [jobs@ncat.org](mailto:jobs@ncat.org)

*NCAT's mission is to help people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources. Our work brings together diverse partnerships and communities to help reduce poverty and protect our natural resources. We strive to be a multicultural organization that embraces the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability, religious or political belief and marital or veteran status. Diversity creates healthy communities. Special consideration will be given to applicants who are reflective of the communities that we serve. NCAT is an Equal Opportunity Employer.*