



# Northeast Organic Farming Association of Vermont

*Growing local farms, healthy food, and strong communities  
in Vermont since 1971.*



## **Market Development Director** (32hours/week, salaried, exempt)

The Market Development Director is responsible for overseeing NOFA-VT's direct markets and farm to institution programs, and programs to increase food access for limited income Vermonters. The Market Development Director will report to the Executive Director, and will supervise the Community Food Access Coordinator.

### **Job Summary:**

Overall responsibilities include strategic program development and implementation as well as grant writing, budget development and oversight, program evaluation and reporting, public speaking and public relations. The Market Development Director is chiefly responsible for statewide support and training for direct market farmers and farmers markets, overseeing programs addressing community food access for limited-income Vermonters, and providing support to institutions and farmers to expand local, values-based procurement. In addition, this director will maintain positive, collaborative working relationships with several key partners throughout the food system.

### **Specific responsibilities include, but are not limited to:**

- Understand and share passion for the strategic vision of the organization.
- Demonstrate sensitivity for food choices and behavior, hunger, poverty and food access.
- Demonstrate ability to engage and build relationships among diverse audiences.
- Actively reinforce positive organizational culture.
- Grant writing and fundraising, budget development and oversight, program evaluation and reporting for all program funding sources.

### **Direct Markets Responsibilities**

- Develop resources, provide technical assistance and organize professional development opportunities for direct markets including workshops/intensives at the Winter Conference, the Vermont Farmers Market Conference, and other workshops/roundtables.
- Serve as the coordinator for the Vermont Farmers Market Association (VTFMA).
- Maintain and collect annual direct markets data including annual surveys and VTFMA membership.
- Coordinate statewide promotions of direct markets including ensuring up-to-date directory listings for the NOFA-VT website.

### **Community Food Access Responsibilities**

- In coordination with the Community Food Access Coordinator, provide technical assistance and professional development opportunities for direct markets around food access issues, including supporting those who wish to accept 3SquaresVT benefits.
- Provide program oversight for the Crop Cash Incentive Program, the Vermont Farm Share Program, and the Senior Farm Share Program.

### **Farm to Institution Responsibilities**

- In coordination with the Farm to School Program Director, provide resources and professional development opportunities for farmers to sell to institutions.
- Provide institutions with resources and trainings to implement and market the values of their local food procurement programs.
- Work with statewide partners to stay informed on and build relationships with the larger Farm to Institution supply chain including food hubs, distributors, and producer organizations.

### **Qualifications**

- Bachelor's degree required and a Master's degree preferred or equivalent life experience, (in sustainable agriculture, food systems, community development, environmental science, public health, or a related field).
- 5+ years experience preferred in working with direct markets, farm to institution, food access, and/or food systems/agriculture. Proven track record of successfully working with varied constituents.
- Proven experience with grant writing and fundraising, budget development and oversight, and program evaluation and reporting for grants from \$1,000 to \$500,000 from corporate, foundation and federal sources.
- Knowledge of NOFA-VT's work and the Vermont food system preferred.
- A personal interest in and passion for supporting Vermont's farmers and food producers.
- Successful organizing of engaging and interactive workshops, trainings and resources.
- Strong organization skills and the ability to handle and prioritize multiple tasks while maintaining attention to detail.
- Demonstrated commitment to accountability, measuring outcomes and a results-oriented culture.
- Strong leadership, interpersonal, supervision, management and administration skills.
- Ability to work on teams with diverse groups of people
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office and Google Suite programs.
- Sound judgment, professionalism and a positive attitude.
- Resourcefulness, creativity and strong problem-solving skills.
- Must have access to a personal vehicle. Frequent in state travel is required with occasional out of state trips.

**Compensation commensurate with experience.**

**To apply:** Please submit a cover letter, resume and contact information for three references to [jobs@nofavt.org](mailto:jobs@nofavt.org) with "Market Development Director Application" in the subject line. Applications accepted on a rolling basis.