

# Communications Officer

Foundation for Food and Agriculture Research – Washington, DC

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## Job Description

### FFAR Communications and Legislative Affairs Officer

#### Job Description

The Foundation for Food and Agriculture Research (FFAR), a 501 (c) (3) nonprofit organization established by bipartisan Congressional support in the 2014 Farm Bill, builds unique partnerships to support innovative and actionable science addressing today's food and agriculture challenges. FFAR leverages public and private resources to increase the scientific and technological research, innovation, and partnerships critical to enhancing sustainable production of nutritious food for a growing global population.

FFAR seeks a Communications and Legislative Affairs Officer to join the Foundation during an exciting time in the organization's history. The Communications and Legislative Affairs Officer works across departments to elevate the FFAR brand by envisioning and executing new ways of sharing the Foundation's goals and accomplishments with a variety of audiences.

Reporting to the Director of Communications and Legislative Affairs, the Officer plays a key role in building and strengthening relationships with stakeholders including reporters, Members of Congress, their staff, and representatives of organizations in the food and agriculture community, including commodity groups, research organizations, universities, scientific societies, government officials, associations and others.

The Communications and Legislative Affairs department updates the community through press releases, webinars, email communications, social media, in-person events and meetings, and an annual report. The Officer serves as the main point of contact for FFAR interviews, and gathering multimedia to convey impact of FFAR grants.

The Officer will lead projects independently in some cases and support the Director in others.

Location: Washington, DC 20004

#### Responsibilities

##### ***Communications and Public Relations***

- Collaborate with Director on press strategy and outreach
- Pitch stories to the media and staff executive interviews with some internal and external support
- Collaborate with Director on press release writing and distribution
- Create and execute a digital media strategy including social media, email communications and website content
- Participate in development of speeches, presentations, talking points, blog posts, and guest articles for executives and board members as needed
- Manage relationships with design, media tracking and web design firms including management of marketing materials development

##### ***Legislative Affairs and Stakeholder Relations***

- Participate in monthly Governance and Federal Relations Committee calls
- Proactively educate Members of Congress and their staff on FFAR-funded projects and impact in their districts
- Liaise with Senate and House Agriculture Committee staff as needed

- Work with Director to plan and execute events including Congressional staff briefings, research presentations and receptions
- Work with Director, other colleagues and Executive Director to plan and execute quarterly stakeholder engagement events (virtual and in-person briefings)

#### **Minimum Qualifications**

- Bachelor's degree in journalism, communications, public policy or related degree.
- Three-six years of professional experience in a communications or legislative affairs role.
- Exceptional writing and presentation skills.
- Superior Excel and PowerPoint skills.
- Professional social media experience and/or graphic design
- Self-motivated, creative problem solver with ability to prioritize under multiple deadlines.
- Enthusiasm for/interest in improving the food system through scientific innovation.

#### **Application Instructions**

The position is open for immediate hire. Interested candidates should send a resume and thoughtful cover letter describing your specific qualifications, interest in the position, and salary requirements by **November 19, 2018**. Please specify Communications and Legislative Affairs Officer in the subject line of your message. Incomplete submissions will not be considered. Applicants who best match the position needs will be contacted. **No phone calls please.**

*FFAR is an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.*

Job Type: Full-time