

Scientific Program Associate

Foundation for Food and Agriculture Research – Washington, DC

Job Description

The Foundation for Food and Agriculture Research (FFAR) is seeking an exceptional Scientific Program Associate to provide support to research areas that are developed in partnership with industry, government, academia and non-profits. The Foundation for Food and Agriculture Research (FFAR), a 501(c)(3) non-profit organization, is focused on catalyzing innovation to solve pressing food and agriculture challenges that affect the lives of all Americans.

FFAR has seven Challenge Areas coupled with our strategic initiatives that form our research framework:

- Next Generation Crops
- Soil Health
- Sustainable Water Management
- Health-Agriculture Nexus
- Advanced Animal Systems
- Urban Food Systems

This is a science administration position that requires an ability to work on multiple different programs within the same time period, knowledge and/or a desire to learn about innovative food and agriculture research, respect for all sectors of the food and agriculture system, excellent interpersonal and writing skills, a high level of organization and focus, and an ability to work under tight deadlines.

The Associate will be based in FFAR's Washington D.C. office and work closely with all members of the Scientific Program team, as well as other colleagues in communications, grants, development, Federal relations and other areas within and external to the organization. FFAR supports relevant professional development for outstanding employees. Some travel required.

Key Responsibilities

- Support the timely review of proposals submitted to FFAR by recruiting and coordinating expert reviewers and review panels.
- Assist with other aspects of the grant process, working closely with other FFAR departments.
- Correspond with FFAR Scientific Advisors, external organizations and associations in support of research programs.
- Synthesize stakeholder comments and feedback for relevant FFAR staff.
- Schedule and help develop materials for webinars, presentations and multi-stakeholder meetings.
- Help conduct background research including data analysis, literature reviews, and media scanning.
- Assist in the preparation of summary briefs on emerging or important research developments.
- Support outreach strategies by preparing materials for the FFAR web site, newsletters and publications.
- Help organize and coordinate meeting and event logistics and attend and/or staff events as needed.
- Summarize committee and meeting proceedings.
- Other activities as need to support a rapidly-moving, outcomes-oriented Scientific Team.

Requirements

- Bachelor of science degree (agriculture-related discipline is strongly preferred).
- A minimum of one year of relevant professional experience, including demonstrated analytical, writing, and fact-checking skills.
- Ability to write clearly and cogently for internal audiences, policy makers, the media and the public.
- Ability to synthesize and summarize large amounts of information and to focus quickly on the essence of an issue, as well as to identify, understand, and synthesize different perspectives.
- Experience working with academics, nonprofits and other entities that conduct research — helping to ensure the results are rigorous and communication is clear, timely, and persuasive.
- Ability to work professionally and collegially within a creative, fast-paced culture that emphasizes excellence and teamwork.
- Demonstrated time-and project-management skills, including an ability to meet multiple deadlines by maintaining a high level of organization. Ability to set priorities and identify resources.
- Ability to work independently with limited supervision. Flexible and able to routinely juggle multiple competing priorities and work in teams of both support and senior staff to meet project goals.
- Strong systems skills including Microsoft office products required; database and online research applications preferred.

To Apply

Please send a resume, writing sample and cover letter indicating your salary requirements to recruiting @foundationfar.org. Please specify Scientific Program Associate in the subject line of your message.

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