



**Job Title: Program Associate**

Program Associate, Scientific Programs Department

**Reports To:**

Two positions are available. One Program Associate will report to Director of the Advanced Animal Systems Challenge Area, the other to the Director of the Urban Food Systems Challenge Area. Program Associates regularly work with other Directors at FFAR in additional research areas.

**About the Foundation for Food and Agriculture Research (FFAR):**

The Foundation for Food and Agriculture Research (FFAR) is seeking an exceptional Program Associate to provide to support the Scientific Programs team. 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 six Challenge Areas that form our strategic research framework:

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

**Position Overview**

The Program Associate will assist the Program Director with program management activities that include but are not limited to monitoring timelines, scheduling meetings and preparing materials. This is a science administration position that requires a desire to learn more about innovative food and agriculture research, excellent interpersonal and writing skills, a high level of organization and focus, and an ability to work under tight deadlines.

**Responsibilities and Duties**

Program Management (50%)

- Help manage programs initiated by the Scientific Program Director(s) by scheduling meetings with collaborators and stakeholders, monitoring program timelines and coordinating with other FFAR staff to ensure that milestones are accomplished
- Produce and maintain professional correspondence with government agencies, foundations, and other stakeholders as needed
- Recruit expert reviewers and work closely with grants team to set up reviewer panels, collate reviewer comments and prepare summary documents for internal review

- Generate content for scientific programs and events, including workshop and meeting agendas, PowerPoint presentations and reports/summaries
- Coordinate meetings/event logistics in collaboration with the Administrative Associate
- Support outreach strategies by preparing materials for the FFAR website, press releases, newsletters, and publications
- Delegate tasks to Program Assistant(s) as necessary

#### Program Administration (40%)

- Prepare documents for internal review (i.e. decision memorandum and reviewer feedback summaries)
- Coordinate within and across departments at FFAR
- Draft event and meeting proceedings
- Compose stakeholder communications
- Schedule meetings with internal and external personnel
- Manage and maintain reviewer database

#### Assist with Program Creation (10%)

- Support the Scientific Program Department in conceptualizing and developing new scientific strategies, potential partnerships, timelines, budgets, and other objectives that support FFAR's mission to support innovative research.
- Assist in the design and facilitation of sessions and/or workshops
- Occasionally serve as FFAR representative at conferences, meetings or external workshops
- Conduct background research to assist in the development of requests for applications (RFA's) and other programs

#### Qualifications

- Bachelor's degree required; Bachelor of Science (B.S.) in agriculture or science-related field preferred
- Interest in the field of nonprofit management and/or agriculture research
- Ability to work efficiently to meet multiple, tight deadlines
- Experience working with project management software (ie. Smartsheets) a plus
- Ability to work independently with minimal supervision
- Excellent written and verbal communication skills
- Strong attention to detail
- Ideal candidates possess strong interpersonal skills and the ability to work professionally within and across departments at FFAR

#### Travel

Occasional domestic travel may be required.

**To Apply:** Please send a resume, writing sample and cover letter indicating your salary requirements to [recruiting@foundationfar.org](mailto:recruiting@foundationfar.org).

*We are 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.*