



## **Operations and Impact Officer/Director Job Description**

The Foundation for Food and Agriculture Research (FFAR) is a non-profit organization that builds public-private partnerships to fund innovative research that solves pressing food and agriculture challenges. The Foundation was established by bipartisan Congressional support in the 2014 Farm Bill and refunded in the 2018 Farm Bill. 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 an Operations and Impact Officer or Director to join the Foundation during an exciting time in the organization's history. This newly-imagined position devises internal processes for project management, develops performance metrics and analysis, translates organizational data to support decision making, and provides Board support in the form material preparation and coordination. Another central role of this position is developing internal processes to track the results and impacts of FFAR's scientific grants and disseminate this information across the organization.

The position requires excellent interpersonal and writing skills, a high level of organization and focus and an ability to work under tight deadlines. An ideal candidate may have experience in some or all of the following: nonprofit management, business, performance measures, project management, strategic planning, event coordination, board management and data analytics.

Reporting to the Chief Operating Officer based in FFAR's Washington DC office, the Operations and Impact position will work closely with staff, including those in research, communications, development, grants management, legislative affairs and other areas. The position will be either an Officer or a Director depending on the candidate's qualifications and experience.

### **Key Responsibilities**

- Develop and implement efficient internal processes to facilitate information flow across the organization and improve project management across the organization.
- Develop and implement a performance metrics framework
- Translate performance measures of the organization into useful information for the leadership team.
- Perform financial and budget analyses and modeling to support organizational decision making.
- Track the results and impacts of FFAR's scientific grants and disseminate this information across the organization
- Support efforts to develop and refine organizational strategies and track progress to convert organizational strategies into measurable, actionable plans.
- Provide Board support through data management, analysis and policy development and implementation.
- Develop a broad and deep knowledge of all programs.
- Translate Board Meeting proceedings into clear and cogent minutes and communiqués.
- Prepare materials and analyses for Board meetings.

**Requirements:**

- Bachelor's degree in a business-related discipline required and master's degree preferred.
- A minimum of six years of relevant professional experience, including demonstrated analytical, writing and verbal communication skills.
- Experience working with a Board of Director, preferably in a non-profit setting.
- Experience with budgets, financial statements and financial analysis.
- Understanding of the strategic planning process and the alignment of performance measures with a strategic plan.
- Ability to write clearly and cogently for staff, Board and external parties.
- 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 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.
- Attention to detail and strong analytical and organizational skills
- Ability to demonstrate tact, diplomacy and initiative when working with others.
- Highest levels of personal and professional integrity, along with a sense of humor.
- Strong IT skills including Microsoft Word, Excel and Powerpoint.

**To Apply:** Please send a resume, writing sample and cover letter indicating your salary requirements to [cdaniels@foundationfar.org](mailto:cdaniels@foundationfar.org). Please specify Operations and Impact Officer/Director in the subject line of your message. Incomplete applications will not be reviewed.

*FFAR is an equal opportunity employer. Applicants are considered for positions only based on individual merit. We do not discriminate by reason of race, color, religion, national origin, sex, age, marital status, personal appearance, veteran status, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, and place of residence or business.*