

COMMUNICATIONS 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 and refunded in the 2018 Farm Bill, builds public-private partnerships to support pioneering science addressing today's food and agriculture challenges. FFAR increases scientific research and partnerships critical to enhancing the sustainable production of nutritious food for a growing global population.

FFAR seeks a savvy Communications Officer to join the Communications and Legislative Affairs department during an exciting time in the organization's history. The Communications and Legislative Affairs department is responsible for promoting funding opportunities, awarded grants, accomplishments and results to FFAR's stakeholders. The Communications Officer position contributes to the FFAR mission by elevating the brand, publicizing Foundation's accomplishments and ensuring that research results are shared widely.

Reporting to the Director of Communications and Legislative Affairs, the Officer plays a key role in building and strengthening relationships with reporters, and representatives of organizations in the food and agriculture community, including commodity groups, research organizations, universities, scientific societies, government officials, associations and others. The Officer position is primarily focused on communication with some opportunities to engage on legislative efforts.

The Communications Officer is a highly collaborative, detail-oriented individual who recognizes opportunities to increase FFAR's visibility and leads projects that produce results. A successful candidate works well both independently and as part of a team. This candidate must have experience in multi-stakeholder engagements and the interpersonal skills necessary to serve as the quarterback between FFAR staff and our many partners. The Officer's character should align with FFAR's core values:

- **Audacity**
Someone who dreams big, possesses a can-do attitude and is confident and transparent
- **Collaboration**
Someone with a compassionate spirit who can work to achieve common goals
- **Rigor**
Someone who is accountable to themselves and others to keep work moving forward
- **Pioneer**
Someone with the curiosity and drive to take on large projects and identify new processes
- **Agility**

Someone who can appreciate and foresee multiple sides of an issue and develop flexible plans and solutions

Location: Washington, DC

Job Type: Full-time

RESPONSIBILITIES

- Collaborate with Director on developing and executing communication and outreach strategies
- Oversees daily management of programs, projects and events
- Draft press releases, media alerts, advisories, briefing materials, talking points, speeches and other media materials for staff, executives and board members as needed
- Develops relationships within and outside of FFAR
- Manage multi-stakeholder engagement in coordinating FFAR events and/or announcements
- Pitch stories to the media
- Staff executive interviews with some internal and external support
- Distributing media announcements through multiple systems
- Create and execute a digital media strategy including social media, email communications and website content
- Manage relationships with design, media tracking and web design firms including management of marketing materials development
- Create, plan and execute stakeholder engagement events (virtual and in-person briefings)
- Assist in proactively educating the media, FFAR stakeholders, Members of Congress and their staff on FFAR-funded projects and impact in their districts

EDUCATION AND EXPERIENCE

- Bachelor's degree in journalism, communications, public policy or related degree
- Five-seven years of professional experience in a communication role
- Exceptional writing and presentation skills
- Superior interpersonal skills
- Excel and PowerPoint experience
- Experience with WordPress or other website CMS software
- Digital media experience
- Self-motivated, creative problem solver
- Exceptional organization skills with ability to prioritize under multiple deadlines
- Enthusiasm for/interest in improving the food system through scientific innovation

PHYSICAL REQUIREMENTS

- Prolonged periods sitting at a desk and working on a computer
- Occasional travel



APPLICATION INSTRUCTIONS

The position is open for immediate hire. Applicants should email both a resume and thoughtful cover letter describing your specific qualifications and interest in the position to communications@foundationfar.org by April 3, 2020 using the subject line: COMMUNICATIONS AND LEGISLATIVE AFFAIRS OFFICER. Incomplete applications 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 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, or any other category protected by applicable federal, state or local laws. Applications are encouraged from individuals who may fall into any such groups, as well as from veterans and uniformed service members.