



Operations & Impact Director

Job type: Full-time

Location: Washington, D.C., Remote work available

Salary Range: \$114,556 - \$177,561

Job Description

*Applications received via Indeed will not be considered. All interested applicants should apply via the [link](#) listed in the "Application and Nomination Process" section.

The [Foundation for Food & Agriculture Research](#) (FFAR) is a non-profit organization that builds public-private partnerships to fund audacious research addressing the biggest challenges in food and agriculture. FFAR is committed to providing every person access to affordable, nutritious food grown on thriving farms. The Foundation pioneers scientific and technological innovation by funding research that fills critical research gaps. Ultimately, FFAR's partnership and results benefit farmers, consumers and the environment.

Position Description

FFAR seeks an Operations and Impact Director to join the Foundation's Operations Team during an exciting time in the organization's growth. This position focuses on two main workstreams: 1) enhancing FFAR's operations via work on internal and external policies, processes and tools, and 2) assessing and articulating the impact of FFAR's activities and research funding. The successful candidate will lead and support the optimization of systems and infrastructure, translate organizational data to support decision making, and provide operational assistance to other teams to improve their functionality. The impact work will involve using and improving internal processes to track the results and impacts of FFAR's scientific grants and reporting out on this information across the organization and to external stakeholders.

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 Director will work closely with staff, including those in research, communications, development, grants management, legislative affairs and other areas.

Duties and Responsibilities:

- Develop and implement efficient internal processes to facilitate information flow and improve project management across the organization
- Optimize the performance metrics framework
- Lead and support internal efforts to improve organizational functioning, including coordination with the HR function, staff engagement efforts and implementing operational best practices
- Translate performance measures of the organization into useful information for the leadership team
- Perform and implement financial and budget analyses and modeling to support organizational decision making
- Lead and design efforts on data analyses and the tracking of results and impacts of FFAR's scientific grants
- Implement and adapt the impact reporting model for FFAR, including the approach for dissemination of information across FFAR and with external stakeholders
- Support efforts to develop and refine organizational strategies and track progress on converting strategies into measurable, actionable plans
- Provide support to Board of Directors through data management, analysis and policy development and implementation
- Lead efforts to access and organize grantee research data
- Develop a broad and deep knowledge of all programs and functions of FFAR
- Support Board of Directors Meeting preparation and proceedings, including via clear and cogent notetaking, and coordination of follow-up items

Qualifications:

- 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 Directors or other advisory body; Experience in a non-profit setting is a plus
- 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, the 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
- Demonstrated capability to design projects and approaches that address organizational needs, both in independent and collaborative settings
- 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, identify needs and maximize 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

Application and Nomination Process

To apply for this position, please click “Apply Here” to submit your application.

[Apply here!](#)

FFAR reviews applications on a rolling basis and will accept applications until a candidate is selected. Applications should consist of a substantive cover letter, resume and a list of four (4) professional references with full contact information. No references will be contacted



without the explicit permission of the candidate. Incomplete applications will not be reviewed.

Additional Information

This position requires long period of sitting at a desk and working on a computer. There may be potential for travel when it is safe to do so, but travel would be limited. Work outside of normal business hours may be required but is limited to sporadic cultivation events.

EEO Statement

FFAR is an equal opportunity employer. Applicants are considered for positions without regard to 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. Applications are encouraged from individuals who may fall into any such groups, as well as from veterans and uniformed service members.