



## Assistant Director, Food Access Initiatives and Partnerships

### Organization Information

GrowNYC is a 51-year-old environmental nonprofit organization - helping more than 3 million New Yorkers by providing essential services and taking action to make NYC a livable city, one where every person can enjoy a healthier, more sustainable life.

Our Programs:

- Our network of Greenmarkets, Farmstands, Fresh Food Box sites and Greenmarket Co. ensures that all New Yorkers have access to the freshest, healthiest local food.
- We blanket the five boroughs with resources like textile and food scrap collection, Stop 'N' Swaps, as well as free training to make waste reduction easy for all.
- We build and support community and school gardens through volunteer days, technical assistance, training, grants and more.
- We provide 70,000 children each year with programs that provide meaningful interactions with the natural environment.

***“Note to applicants on COVID safety: GrowNYC is committed to stopping the spread of Covid-19. All new hires must be able to provide proof of vaccination during the onboarding process. Employees are also required to follow COVID safety protocols as the situation evolves, which may include daily health screenings, mask wearing, and other mitigation measures as deemed necessary by local conditions, mandates, and applicable guidelines.”***

### Position Summary

For the past 45 years GrowNYC’s Food Access and Agriculture (FAA) Programs have developed innovative models to meet its two-part mission; regional farm viability and the equitable access for all New Yorkers to locally grown food. From our 80+ retail sites to our rapidly expanding wholesale department, we work with over 300 regional farmers and hundreds of communities throughout the 5 boroughs of New York City.

Reporting to the Director of Retail Food Access and Agriculture, the Assistant Director, Food Access Initiatives and Partnerships is responsible for the program management, strategy, and development of GrowNYC’s Food Access Initiatives and program partnerships which enhance food access throughout New York City. The position requires a high-level, strategic understanding of food security, farming and food systems, sustainable agriculture as well as a commitment to an equitable and just regional food system.

### Assistant Director, Food Access Initiatives and Partnerships Responsibilities:

## Applications

Qualified candidates for the Assistant Director, Food Access Initiatives and Partnerships position should submit a cover letter, resume, and three references to: [GrowNYC](http://GrowNYC)

Interviews will take place on a rolling basis starting May 9, 2022. Due to the volume of employment applications received, GrowNYC is unable to respond to each application individually. Applicants will be contacted directly if selected as a candidate. No phone calls or recruiters, please.

**Application deadline is May 20, 2022.**

## Contact

**GrowNYC**  
P.O. Box 2327  
New York, NY 10272  
212-788-7900

For additional information, please see our website: [grownyc.org](http://grownyc.org)

### **Program Management**

- Provide project leadership, strategic direction, and problem-solving for Food Access Initiatives, Fresh Food Box, and Farmstand programs, including oversight of day-to-day operations and special projects.
- Oversee the supervision and management of the Food Access Initiatives, Fresh Food Box, and Farmstand staff, including recruitment, hiring, monitoring individual performance/work plans, and conducting individual and team staff meetings.
- Develop and oversee internal programmatic budgets, including revenue and expense tracking for all Food Access Initiatives, Fresh Food Box, and Farmstand programming.
- Provide oversight of Food Access Initiatives pilot programs, new partnerships, and expansions, including GusNIP, FFB match, Healthfirst, Metroplus, eWIC pilot, prescription programs, online SNAP and Fresh Connect.
- Oversee and manage FAA partnerships related to nutrition education, Greenmarket currencies, technology, and market sales protocols.
- Serve as the lead on food access and food security policy related issues and represent GrowNYC on these issues to local, state, and federal policy makers and government officials.

### **Grant & Fiscal Management**

- Manage and track progress towards all grant deliverables, including funding spend-down.
- Review and approve all program-related expenses.
- Collaborate with the Development Department to fundraise from private, public, and corporate funders. Assist with identification and grant proposal development.
- Create narrative and financial reports for grants.

### **Strategy**

- Develop and monitor progress towards short- and long-term objectives and goals for Food Access Initiatives, Fresh Food Box, and Farmstand, including conducting an ongoing process of evaluation and feedback with internal and external stakeholders to create a more just and equitable food system.
- Advise GrowNYC CEO/President and the Director of Retail Food Access and Agriculture on local, state, and national trends and best practices that inform short- and long term-programmatic strategy.
- Work with FAA senior leadership team to develop and implement department wide programmatic vision and strategic plan through an equity framework.

### **Communication and Stakeholder Engagement**

- At the direction of senior management, serve as an engaging and public spokesperson for GrowNYC's food access initiatives work.
- Assist GrowNYC's Communications staff in responding to press inquiries and social media posts.
- Establish and maintain strong partnerships with internal and external stakeholders.
- Serve as the lead on FAA departmental program evaluation and research partnerships.

### **Supervisory Responsibilities**

- Oversee the supervision and management of the Food Access Initiatives, Fresh Food Box, and Farmstand staff, including recruitment, hiring, monitoring individual performance/work plans, and conducting individual and team staff meetings.

## **Required Qualifications**

- 5-7 years of related experience and/or relevant program management experience, including supervising and developing staff, managing programming, and grant management.
- Demonstrated experience with creating and managing program budgets.
- Strong commitment to a racially and socially just food system.
- Demonstrated knowledge of food security issues, nutrition incentive programs, whether in the private, non-profit, or public sectors.
- Skilled at building partnerships, both internally and externally, including the ability to create and maintain strong collaborative relationships with organizational partners.
- Grounded in community-centric work in multicultural and multilingual spaces.
- Excellent written and public speaking communication skills, with a desire and proven ability to communicate with people from diverse backgrounds and knowledge levels.
- Ability to manage multiple concurrent projects in a fast-paced team environment.
- Highly organized with strong time management skills and ability to prioritize based on organizational mission and goals.
- Strong interpersonal skills and willingness to work with people from diverse backgrounds in terms of race, ethnicity, gender, including trans\* and nonbinary, sexual orientation, class, and religion.
- Proficient in Microsoft Office Suite and Google Drive.

## **Preferred education and experience**

- Master's Degree
- Spanish language proficiency (ideal, but not required)

## **Physical Requirements**

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

## **Schedule**

This position is full-time. Work hours are 9:00 am to 5:00 pm with occasional weeknight and weekend work required. This is a hybrid role with a minimum of 1-2 days per week in our Manhattan office starting May 2, 2022. In-person field-based work and off-site travel will be expected. A valid driver's license is required.

## **Compensation**

The full-time, exempt Assistant Director position pays \$100,000 - \$105,000 annually, and includes benefits (medical, dental, vision, life insurance, long-term disability, pension plan, and paid time off).

*GrowNYC/Greenmarket is an Affirmative Action Equal Opportunity Employer and hires without regard to race, gender, religion, age, sexual orientation or physical disability.*