



The Food Project

Director of Institutional Relations

Who We Are

Youth. Food. Community. Three important issues that intersect in one place: The Food Project. Here, we believe that food is a unique vehicle for creating personal and social change. Nothing else ties us so intimately to each other and the planet we share, affecting our health, the climate, culture, and poverty and privilege around the globe. If we - young and old from all walks of life can unite to change the food system, we can change the world. From our urban and suburban farms to our community education programs, we aim to do just that by bringing together youth and adults from diverse backgrounds who work together to build local and sustainable food systems.

Since 1991, The Food Project has built a national model of engaging young people in personal and social change through sustainable agriculture. Each year, we work with more than 120 teenagers and hundreds of volunteers to farm on 70 acres in eastern Massachusetts in Wenham, Lincoln, Boston, and Lynn. We consider our hallmark to be our focus on identifying and transforming a new generation of leaders by placing teens in unusually responsible roles, with deeply meaningful work. In addition, we help others grow their own food and provide training resources based on all we have learned.

What We Seek

We seek a results-driven, collaborative philanthropy professional to co-lead our fundraising strategy and support our development team to meet its annual goals. This position, reporting to the executive director, oversees the strategy and implementation for all institutional fundraising and stewards our key corporate and foundation relationships. It is primarily supported by a full-time Grants & Sponsorships Manager. The person who thrives in this role will care deeply about relationships, collaboration, transparency, and the importance of nourishing a culture of philanthropy throughout the organization.

Responsibilities

Strategy & Coordination (25%)

- Collaborate regularly with the Director of Donor Engagement and the Executive Leadership Team to create an overarching strategy for both annual support and longer-term strategic growth, including communications
- Support the Grants & Sponsorships Manager to build and maintain a rigorous approach to funder research, strategy, identification, and cultivation.

- Support Trustee and Development Committee member engagement with corporate and other institutional relationships.
- Oversee the grants and sponsorships administration process, including proposal development and submission, processing awards, grant agreements, acknowledgment letters, and tracking grant-funded deliverables.

Stewarding Relationships (30%)

- Regular information sharing and strategy discussions with colleagues.
- Support for trustees and volunteer committee members who hold important relationships with funders.
- Regular interactions with funders, following a communications strategy that solidifies and deepens our institutional relationships.

Proposal and Report Development (30%)

- Collaborate with staff and stakeholders to develop strategy for proposals.
- Research, write, and edit narratives for a select portfolio of letters of inquiry, grant proposals, reports, and acknowledgment letters.
- Collaborate with the Associate Director of Impact and Initiatives to develop evaluation metrics and reporting processes for grant proposals.
- Collaborate with relevant staff from across the organization to generate program budgets, reports, and proposals.

Organizational Health (15%)

- Participate in our justice, equity, diversity, and inclusion initiatives.
- Prepare and participate in structured, regular feedback sessions.
- Participate in all-staff meetings, team meetings, and provide cross-department support.
- Participate in annual planning, budgeting, and performance review processes.
- Perform other duties as needed, within capacity.

Qualifications

- Must embrace TFP's mission, goals, and commitment to building just food systems..
- Committed to helping to foster an environment of equity and belonging.
- Committed to contributing to an organizational culture of learning and wellbeing.
- At least 5 years of relevant experience.
- At least 2 years of experience supervising staff.
- Excellent project management skills, well-organized, and attentive to detail.
- Excellent time management, especially when working collaboratively and balancing competing internal priorities and external deadlines.
- Strong interpersonal skills and ability to build effective relationships.
- Ability to balance attention to process, results, and relationships.
- Comfort working within our data management systems: Salesforce, Asana, Google applications, and Microsoft Office Suite.

Location & Schedule

Much of this job can be accomplished at a desk—either in a TFP office or at home—using a laptop provided by TFP. Each of our offices is accessible by public transportation. However, you must be able to provide your own transportation to travel, as required, typically three days per week, depending on the season, between our program sites and administrative offices in Boston, Lynn, Wenham, and Lincoln. Occasional weekend and evening work is required for special events.

Compensation

This is a full-time position with a salary commensurate with experience and skills. This position is eligible for health insurance benefits, 403B retirement plan, and paid vacation and holidays. The salary range is \$77,000 to \$85,000 per year.

Recruitment Process

Please send resume and cover letter via email to: jobs@thefoodproject.org. In the subject line, write your name and the position for which you are applying, eg: “Jordan Smith – Youth Development Manager”.

We will review all submissions, identify viable candidates and contact ONLY those individuals selected to continue in the search process. The position will be filled when a desired candidate is found.

The Food Project is an Equal Opportunity Employer that is committed to creating an inclusive organization. We actively seek a diverse pool of candidates for this position.