GROUNDWORK Lawrence

CHANGING PLACES CHANGING LIVES

Urban Food Systems Program Director 2024

Groundwork Lawrence (GWL), a 501(c)3 nonprofit organization, has been making change happen in Lawrence, Massachusetts since 1999. Through community engagement, environmental and open space improvements, fresh food access, youth education, and employment initiatives, GWL creates the building blocks of a healthy community, and empowers residents to improve their quality of life. GWL achieves results by engaging the whole community – residents, youth, nonprofits, government, and businesses – in the planning and realization of projects. With this collaborative approach, GWL ensures that all stakeholders are mutually invested in the outcomes, the key to stable neighborhoods and sustainable change.

GWL's mission and operations are premised on the understanding that environmental conditions are inextricably linked to a neighborhood's economic and social health. Therefore, GWL is committed to *"changing places and changing lives"* through on-the-ground projects that help to transform local communities. GWL's mission is *"to bring about the sustained regeneration, improvement and management of the physical environment by developing community-based partnerships which empower people, businesses and organizations to promote environmental, economic and social well-being."*

About the Position:
GWL seeks an Urban Food Systems Program Director to lead and grow various food program initiatives including farmers' markets, urban agriculture, community gardens, and cooking classes. Reporting to the Executive Director, this position plays a key leadership role both internally and externally and directly manages staff, outcomes, and collaborative efforts with local, state, and national partners. The Urban Food Systems Program Director hires, trains, and manages program staff and serves as a member of GWL's management team.

Essential Functions:

- Direct the ongoing development, management, implementation, and achievement of GWL's food programs and their intended, measurable outcomes.
- Evaluate existing programs to identify areas of opportunity and growth.
- Work with the Executive Director to ensure that food programs are integrated into other GWL projects and programs, building upon organizational strengths.
- Work with the senior management team to foster cross-collaboration amongst teams.
- Successfully establish, implement, monitor, and achieve annual plans – including specific goals, budgets, hiring, performance management, and outcomes.
- Lead the strategic growth and expansion of food programming in Greater Lawrence.
- Supervise program staff and maintain and grow key external partnerships to achieve mission.
- Develop, work with, and successfully navigate relationships with stakeholders including the local non-profit environment, municipalities, and state agencies.
- Oversee and participate regularly in community events and collaborations.
- Oversee Merrimack Valley Food Systems Resiliency Partnership.
- Collaborate with local colleagues and organizations to develop and implement new and existing programs and to create systemic change in local and state-wide policies as it relates to GWL's mission.

Programs overseen include:

- Urban Agriculture: Costello Urban Farm, Community Gardens, Bodwell Tree Orchard
- Fresh Food, Healthy Living: Farmers markets, Fresh food subsidies, Cooking Classes

Required Qualifications:

- Minimum 3 years' experience in food systems and program development
- Must share a passion for Groundwork's values and vision.
- Strong organizational and problem-solving skills with attention to detail.
- Candidate must have at least five years of relevant experience and excellent references;
- Demonstrated outstanding organizational skills;
- Experience with program development and management; experience with youth programming a plus;
- In-depth experience with financial management for non-profit organizations;
- Experience with development and outreach;
- Strong oral, written communication, and interpersonal skills;
- Advanced computer skills: Excel, QuickBooks, Word, on-line applications;
- Ability to balance competing priorities and deadlines and to handle multiple tasks;
- Demonstrated ability to work independently and collaboratively with colleagues;
- Candidate should have experience and/or interest working in multi-cultural settings, and share the vision of the organization;
- Candidate must be reliable and flexible.

Preferred Qualifications:

- Bachelor's or higher in food science, nutrition, or related field
- Bilingual English Spanish

Compensation: Starting salary range is $75,000 - $80,000 commensurate with experience. Employee benefits include employer payment of 75% of health and dental insurance, an employer-matched Simple IRA retirement plan, and excellent paid-time off benefits. This position reports to the Executive Director and is an exempt, full-time position requiring some evening and weekend hours. GWL provides excellent opportunities for advancement and growth within the organization.

Hiring Policy: GWL is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any legally protected status. City of Lawrence residents are strongly encouraged to apply.

To apply: Applications will be reviewed on a rolling basis. Please submit letter of interest describing your relevant experience and interests and your resume to: Groundwork Lawrence, Attn: Human Resources, 50 Island Street, Lawrence, MA 01840, fax: (978) 655-1337, or hr@groundworklawrence.org.

No phone calls please. Email inquiries may be sent to hr@groundworklawrence.org