

Position/Job Title: Food Safety Project Manager
Reports to: Vice President of Operations
Department/Location: Education Department/Washington, DC
FLSA: Exempt
Status: Full-Time
Work Schedule: Monday – Friday, 8am – 5pm or 9am – 6pm

Applications must include a cover letter, and resume and be emailed to employment@nfudc.org by June 26, 2020. Please include any strict salary or relocation timeline requirements. **Please add “Food Safety Project Manager” in the subject line of the email.**

POSITION SUMMARY

The primary focus of the Food Safety Project Manager (Manager) is to oversee and manage National Farmers Union’s (NFU) and National Farmers Union Foundation’s (NFUF) work on the Local Food Safety Collaborative (LFSC) project and other educational endeavors. The Manager is ultimately responsible for NFU’s coordination with project partners, grant subrecipients, and the Food and Drug Administration (FDA). The position is funded by a federal cooperative agreement with FDA.

PRIMARY RESPONSIBILITIES

- Oversee and manage the operation of NFU’s food safety education, which includes providing leadership and guidance to project staff. This includes outreach endeavors and maintaining partner relationships
- Oversee the production and submission of quality project reports for funders on a timely basis
- Represent NFU at meetings and on calls with FDA, the LFSC Steering Committee, project partners, regional coordination centers and Food Safety Modernization Act (FSMA) stakeholder groups
- Evaluate project activities for impact and benefits to targeted audiences
- Design, implement and oversee project budgets and update the budgets as necessary
- Develop an understanding of and maintain up-to-date knowledge on FSMA regulations, guidance, and implementation
- Travel to in-person meetings with a variety of stakeholders to represent NFU and the project in order to promote organizational engagement and food safety compliance
- Proactively identify and pursue additional food safety education opportunities and educational resources
- Oversee the development of presentations, communications and educational materials for growers on FSMA
- Identify and develop opportunities to enhance funding and revenue streams for current projects and expand program content
- Provide mentoring, coaching and direction to project staff.

SKILLS, KNOWLEDGE AND ABILITIES REQUIRED

- Strong verbal and written communication skills, and effective listening skills
- Excellent project management skills, with an emphasis in managing collaborative projects
- Exceptional relationship building skills. Demonstrated ability to work effectively at all levels and across the organization
- Strong organizational, planning, prioritization and collaboration skills
- Outstanding attention to detail, knowledge retention and ability to learn new subject matter.

- Professional presentation and demeanor. Ability to positively and professionally represent the organization at programs and events
- Excellent time management skills. Ability to successfully manage projects and assignments with competing priorities, deadlines and demands
- Excellent judgement and decision-making skills. Demonstrated ability to apply logic and reasoning to break down a situation or problem, evaluate potential outcomes and risks to arrive at a solution
- Sound budgeting, financial strategizing and planning knowledge
- Ability to travel as needed
- Demonstrated ability to supervise, or direct the work of others

EDUCATION AND EXPERIENCE

- Bachelor's degree required
- Three to five years of professional experience and at least two years of project management experience required
- Supervisory experience or demonstrated leadership is a plus
- Previous experience with agriculture, food safety regulations and produce production is a plus
- Prior budgeting and planning experience is a plus
- Previous grant experience is a plus

TECHNICAL SKILLS

- Proficiency in Microsoft Office Suite. Experience using WordPress
- Strong social media skills, specifically with Facebook, Twitter, and social media applications
- Experience with Asana or other project management software is a plus

WORKING CONDITIONS AND/OR PHYSICAL REQUIREMENTS

This position routinely uses standard office equipment such as computers, laptops and smartphones. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job:

- Prolonged periods of time using a computer
- Ability to maintain concentration and work performance with frequent disruptions
- Ability to lift up to 30 pounds of office supplies or materials and/or transport materials used to conduct trainings or outreach at conference exhibit settings
- Ability to work in a fast-paced work environment
- Ability to travel at various times throughout the year. This may include travel by car or airplane to transport materials used to conduct training or outreach at conference exhibits
- While performing this job the employee is occasionally required to stand, walk, sit, use hands and fingers, handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, talk or hear
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

MANAGER/SUPERVISORY RESPONSIBILITIES

This position is responsible for managing and directing the work of others. This position is responsible for managing and overseeing a budget, which may exceed \$1 million

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or physical

requirements. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. A reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.