



**Iowa Food System Coalition (IFSC)
Executive Director
JOB DESCRIPTION**

Applications will be accepted until February 29
Interview/Selection Process outlined below description

Position Status: 0.5 FTE

Note to applicants: *While we are only able to advertise at a halftime position at this point, the IFSC Steering Committee is actively working to increase the capacity of this position.*

Reports To: IFSC Steering Committee, Support Team

Location: Statewide

Office Base: Remote/work from home and in-person meetings/trainings

Compensation: \$40,000/yr - on contract or employee basis, depending upon final agreement of all parties

Position Description

The Iowa Food System Coalition Steering Committee is seeking to fill a state-wide Coalition Director position.

This position is funded for three years through a grant from the Builders Initiative with Iowa Farmers Union Education Foundation as fiscal agent.

This position is responsible for guiding the ongoing coordination and convening of the Iowa Food System Coalition - focusing on continued invitation to new partners, regular convening of the Coalition and priority teams around food system plan strategies, fostering intersectional collaboration, and development of further resources to support the Coalition and initiatives related to the food system plan - [Setting the Table for All Iowans](#). This position is also expected to be actively engaged in seeking additional funding to expand and continue this position beyond this initial scope.

The director will work closely with the full Steering Committee, subcommittees, and priority teams, and will be supported by a support team of the Steering Committee.

Background Information on the Iowa Food System Coalition

The Iowa Food System Coalition, formed in 2021, is a community of food system leaders, practitioners, and champions who have come together to develop and implement an updated food system plan for Iowa. This plan - *Setting the Table for All Iowans* - builds upon decades of local and regional food system work across the state and centers the work on a new dedication to equity, policy, and sense of urgency to address the many intersecting and complex aspects of our food system.

From 2021 to 2023, IFSC focused on input and visioning sessions that led to identification of nine high priorities that have been developed through teams consisting of partners whose work aligns with respective priorities. Priority teams have crafted strategies and actions for their respective areas. In early 2024, all teams are finalizing their “chapters” and starting to work on early implementation steps including evaluation.

The IFSC partners involve key food system leaders with experience, passion, and creative ideas. The Steering Committee has been led by representatives of nine food system partners, and up to 40 organizations have been involved collectively through priority team leadership and membership. IFSC has contractors in the following areas of work : Graphic design, Communication, Evaluation.

Primary Responsibilities

Coordination and management of multiple parts related to “Setting the Table for All Iowans” - working with

- Steering Committee (SC) and their annual plan of work
- Sub committees
 - Investment
 - Partnership
- Priority teams
 - Nine teams all with committed leadership
 - Supported by Arlene Enderton’s Evaluation planning
- Policy and advocacy with Local Food Policy Network and state-wide policy leaders
- Communication - including newsletter, website and overall Communication Plan
- Large leadership meetings of SC and Priority Teams
- Additional partners and relationships
- Budget tracking and monitoring

Development of financial support for the Coalition and plan initiatives

- Work closely with the Investment committee, funder relationships, and grant opportunities and development

Serve as the **central point of contact** for the Coalition

- Serve as a spokesperson for the Coalition
- Represent the Coalition on state/national initiatives such as
 - Healthy Iowans Work Group
 - HEAL Partnership
 - MI Center for Regional Food Systems SARE PDP grant

Cultivate Partner relationships

- Work in concert with and support Partnership committee to establish necessary practices to support partners
- Maintain current and foster new relationships
- Facilitate engagement and accountability to Coalition vision and values

Convening of Coalition partners

- Work with Regional Food System Working Group partners to plan and facilitate quarterly joint RFSWG/Coalition meetings
 - Anticipated as 2 on-line meetings and 2 in-person meetings each year.

Experience and Skills

We are seeking someone with proven ability to:

- Foster strong relationships of trust
- Increase the capacity for systems thinking and planning
- Foster a culture of connectivity from community work to state level organization

We **prefer** candidates with at least five years of organizational and/or project management experience, with a **preference** for food system project experience.

In addition, we will also be seeking candidates who **demonstrate capabilities to:**

- Manage and develop budget resources to meet stated goals of the Coalition
- Develop and manage the plan of work with many moving parts and partners- independently motivated and able to keep projects on track when working as the primary initiator. Pragmatic enough to keep goals within realistic expectations and savvy about building capacity by engaging partners strategically
- Strengthen relationships across the organization and delegate work appropriately to maximize what can realistically be accomplished
- Lead with strong written and verbal communication skills
- Interact with the public and represent the Coalition
- Work with diverse cultures including members of socially disadvantaged communities and urban and rural communities
- Think critically, demonstrate decision-making and time-management skills to solve complex problems
- Maximize basic computer skills including experience working in Microsoft Windows, Office products, Zoom, and Google docs
- Work effectively both independently and as part of a larger team
- Write grants and recruit funding (preferred)

Requirements

- Bachelor's Degree (or equivalent experience)
- Minimum of two years of experience in food system project management
- Occasional evenings and weekends will be necessary (with advance notice) to attend events and conduct other activities outside of standard business hours
- Clear criminal background check
- Insurable driving record needed to fulfill job duties

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Benefits

- Health benefits included in salary
- Professional Development
- Learning and Networking Opportunities

This position will be contracted or employed depending upon the final agreement of all parties. Iowa Farmers Union Education Foundation is the fiscal agent for the funding that supports this position and works in close collaboration with the Iowa Food System Coalition Steering Committee whose members include: UNI Local Food Program, Iowa State University's Food, Farm, and Enterprise Development Team, Farm to School & Early Care Coalition, Regional Food System Working Group, Food Hub Managers Working Group, Iowa Farmers Union, Harkin Institute for Public Policy, Johnson County Local Food & Farm Program.

The Iowa Farmers Union and Iowa Farmers Union Education Foundation, represent a general farm organization dedicated to family farming, sustainable agriculture, and vibrant rural communities.

THE APPLICATION/INTERVIEW PROCESS

Applications will be accepted until February 29

The interview process is a multi-part process.

1. Send a resume and cover letter to Jodie Huegerich, jodie.huegerich@uni.edu - Iowa Food System Coalition Steering Committee Chair
2. If chosen for an interview, the Selection Committee will set up a 40 min zoom interview - tentatively the week of March 18-22
 - a. Three references will be requested and checked
3. If chosen to continue through the process, you will be invited to an in person interview where you will be asked to make a presentation to the Selection Committee, followed by an informal Q&A discussion. This will be tentatively in or around March 26.

TO APPLY:

Review the job description closely.

Send cover letter of application and resume to: Jodie Huergerich, Steering Committee Chair, jodie.huegerich@uni.edu no later than Feb. 29.

In the subject: IFSC Director Application - [your name]

Thank you!

The Iowa Food System Coalition Director Selection Committee