



## **Job Title: Grants & Program Manager**

**Job Type: Full Time**

The Farm and Food Growth Fund (FFGF) is dedicated to creating employment and safe affordable housing and capital access opportunities for low and moderate income individuals, families and communities with a focus on farm and food-related industries located in the Northeast Foodshed. This encompasses parts of the greater Hudson Valley, western Connecticut, western Massachusetts, southern Vermont and eastern Pennsylvania. FFGF provides Business Technical Assistance services through both one-on-one counseling and group Accelerator programs to agribusiness entrepreneurs. It also promotes economic viability through collaborative programs with other regional food system stakeholders, administers grant programs, and facilitates access to capital through a variety of loan opportunities.

The Grants and Program Manager is a full-time position focused on providing grant administration and oversight for client services for FFGF Business Technical Assistance, grant and loan programs. Primary responsibilities include:

- Ensuring compliance with grant terms, regulations and reporting deadlines.
- Maintaining accurate records of grant-related documents, expenditures and outcomes.
- Communicate effectively with internal teams to gather necessary information and updates for grant activities.
- Prepare regular progress reports, financial reports, and impact assessments for grant-funded projects.

Additional responsibilities include:

- Assisting executive team with staff management on various FFGF programs including Business Technical Assistance, grants and loan programs.
- Coordinate staff activities related to grant implementation phases from request for proposals to awards and reporting.
- Supporting staff with the loan application process from in-take to closing including coordination with clients, underwriters, FFGF counsel and loan committee to assure necessary documentation is submitted, and timelines met.
- Marketing FFGF Business Technical Assistance programs and loan products to potential client farms and food producers.
- Working with other FFGF staff and staff from affiliate organizations such as the Hudson Valley AgriBusiness Development Corporation (FFGF), preparing reports for FFGF Board, status reports for grants and other reports as needed.
- Addressing any concerns or issues a client may have and working with staff or consultants to resolve them as needed.
- Assisting with FFGF development efforts and other FFGF staff activities, including monitoring and responding to grant opportunities, new program design and implementation as needed.
- Participating in meetings, workshops, and presentations with staff, clients and community stakeholders.

FFGF is an Equal Opportunity Employer and is committed to creating an inclusive workplace that respects and values diversity of cultural, ethnic, and experiential backgrounds. We welcome applicants of all races, ethnicities, national origins, genders, and sexual orientations, and differently abled people.



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## **Qualifications:**

- Bachelor's degree in a relevant field such as nonprofit management, public administration, business administration, or related area , *or equivalent combination of training and experience.*
- Proven experience (typically 3+ years) in grant administration, grant writing, or fundraising within a nonprofit or similar setting.
- Strong understanding of grant processes, compliance requirements, and funding trends.
- Agribusiness and economic development knowledge is helpful.
- Excellent writing, editing, and communication skills, with the ability to craft persuasive grant proposals and reports.
- Proficiency in grant management software, databases, and Microsoft Office Suite.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Attention to detail and accuracy in grant documentation and reporting.
- Excellent interpersonal, team building and relationship-building skills.
- Understanding of and adherence to confidentiality and privacy practices.
- Strong attention to detail, time management and organizational skills.
- Intermediate proficiency in Microsoft Office with an emphasis on Word and Excel, Zoom and Dropbox.
- Bilingual (English-Spanish) preferred but not required.
- Commitment to racial and social equality.
- Comfortable working in environments with animals, i.e. cows, chickens, pigs, lambs, dogs.
- Valid driver's license, reliable transportation, and ability to independently travel within FFGF's coverage area to visit with clients and partner organizations.

## **Additional Information:**

- This is an in-person position in Hudson, NY, with some flexibility for remote work a possibility.
- Occasional travel mainly throughout the Hudson Valley, western Connecticut, western Massachusetts, southern Vermont and eastern Pennsylvania.
- Proof of Covid-19 vaccination, mask wearing/social distancing in office required as conditions warrant.

## **Compensation**

Must be available five days/week, compensation is a yearly salary of \$65,000 to \$70,000, dependent upon relevant and valid skills/experience. Generous benefit package that starts with 150 hours paid time off, 12 holidays, 403B retirement plan and medical. Mileage reimbursement is given for travel to client and partner meetings.

## **How to Apply**

Email resume and cover letter to [careers@ffgrowthfund.org](mailto:careers@ffgrowthfund.org). Application deadline: June 10, 2024.

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