



## **Job Title: Dairy Specialist**

**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 (BTA) 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 Dairy Specialist is a full-time position focused on coordinating grant and funding opportunities aimed at improving efficiency in milk storage, handling, and processing. The responsibilities will include facilitating outreach activities, managing relationships with dairy producers and state and regional stakeholders, and providing technical assistance to dairy producers. Primary responsibilities include:

- Outreach through communications and in-person visits to dairy producers throughout the state to promote and encourage application to New York Department of Agriculture and Markets' Dairy Modernization Grant Program, which FFGF will administer.
- Outreach to state and regional agricultural development agencies, associations and other Dairy-related groups to inform and educate about these grant opportunities.
- Work with FFGF's Grants and Program Manager to develop the internal flow of the grant application process for applicants.
- Work with FFGF's Grants and Program Manager to maintain accurate records of grant-related documents, expenditures and outcomes.
- Communicating effectively with internal teams to gather necessary information and updates for grant activities.
- Preparing regular progress reports, awardee budget reports, and impact assessments for grant-funded projects.

Additional responsibilities include:

- Collaboration with state and regional agricultural development agencies, associations and other Dairy-related groups including NYS Dairy Inspectors.
- Development and facilitation of one to two conferences to be conducted by FFGF for grant recipients, and state and regional stakeholders, including programming and promotion.
- Attendance at other conferences/events throughout the state to cultivate relationships and represent FFGF and the Dairy Modernization Grant Program.
- Coordination with FFGF staff regarding Business Technical Assistance programs and loan products to grant awardee dairy producers as needed.

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.



- 
- Working with other FFGF staff and staff from affiliate organizations such as the Hudson Valley AgriBusiness Development Corporation (HVADC), preparing reports for FFGF Board, status reports for grants and other reports as needed.
  - Participating in meetings, workshops, and presentations with staff, clients and stakeholders.

**Qualifications:**

- Bachelor's degree in a relevant field such as Animal Science, Agricultural Science, Food and Agricultural Business, Agribusiness Management, or equivalent.
- Knowledge and experience (one to three years) in the Dairy industry.
- Knowledge and experience in current and emerging issues and production and handling practices related to the dairy industry throughout the state.
- Demonstrated ability to work and relate to farm families and agribusiness on an individual, group and mass-media basis.
- General understanding of grant processes.
- Understanding of Agribusiness and economic development.
- Excellent writing, editing, and communication skills, with the ability to assist applicant in crafting persuasive grant proposals and reports.
- Proficiency in grant management software (i.e. Survey Monkey), databases, Zoom, Dropbox and Microsoft Office Suite with an emphasis on Word and Excel.
- 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.
- Bilingual (English-Spanish) preferred but not required.

**Additional Information and Requirements:**

- This is full time position based in Hudson, NY, with flexibility for remote work.
- Required travel, mainly throughout New York state (and some regionally) to meet with producers, and state regional stakeholders.
- Commitment to racial and social equality.
- Comfortable working in environments with animals, i.e. cows, goats, 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.
- Proof of Covid-19 vaccination; mask wearing/social distancing in office required as conditions warrant.
- Must be available five days/week, with the possibility of weekends and off-hours to accommodate farm hours.

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.



### **Compensation**

Compensation is a yearly salary of \$60,000 to \$70,000, dependent upon relevant and valid skills/experience. Generous benefit package that starts with 150 hours paid time off, 13 holidays, 403B retirement plan and medical. Mileage reimbursement is given for travel to farmer, client and partner meetings.

### **How to Apply**

Email resume and cover letter to [careers@ffgrowthfund.org](mailto:careers@ffgrowthfund.org). Application deadline: December 15, 2024.