



Policy Director Job Description

The policy director is a full-time position with the Carolina Farm Stewardship Association (CFSA). The position is based in CFSA's Pittsboro, NC office and leads the organization's efforts to change local, state and federal policy to be more favorable for local food, organic farming, and resilient and equitable regional food systems.

About CFSA

CFSA is a member based 501(c)(3) non-profit organization that helps people grow and eat local, organic food by advocating for fair farm and food policies, building the systems that organic family farms need to thrive, and educating communities about local, organic farming. We support farming and food that is good for consumers, good for farmers and farm workers, and good for the land, and we challenge policies that perpetuate systems of oppression and inequities in food and agriculture.

JOB SUMMARY:

The policy director works in concert with the executive director, other CFSA staff, and partner organizations to influence legislative bodies, administrative agencies, and land-grant universities on issues of importance to local and organic food and farming across the Carolinas. Specific responsibilities include facilitating the work of state-based food and agriculture advocacy coalitions in which CFSA participates, developing state-level advocacy goals and specific policy solutions to achieve those goals, educating state and federal policy-makers on issues of importance to the local and organic food and farming community, and organizing and overseeing grassroots campaigns and outreach in support of CFSA's policy goals. The policy director is, when necessary, a registered lobbyist with the state of North Carolina, the state of South Carolina, or the U.S. federal government.

The policy director reports to the executive director and supervises staff. The incumbent sets and oversees the policy team's budget, and is responsible for directing policy team work planning. As a director-level staff member, the policy director participates in decision-making about organizational policies and procedures.

JOB RESPONSIBILITIES:

ADMINISTRATION (10%):

- Assist in financial and programmatic monitoring to ensure compliance, progress towards objectives and expected results, and work plan and budget development and adherence.
- Supervise policy team staff in executing their workplans
- Identify and pursue opportunities to expand CFSA membership and ensure member satisfaction.
- Identify and pursue, in conjunction with other CFSA staff, funding opportunities to support policy initiatives.

STATE POLICY (60%):

- Engage CFSA members, board members and stakeholder communities in developing policy priorities and grassroots campaigns for North and South Carolina.
- Participate in and sometimes lead or chair coalition efforts to change state-level policy with stakeholders representing varied interests in the food and agricultural sectors.
- Develop legislative and regulatory proposals and strategies to advance CFSA's advocacy priorities, and implement strategies to influence legislative and regulatory processes.
- Educate state legislators and their staff and administrative agency personnel regarding CFSA's advocacy priorities.
- Monitor state legislative developments and organize CFSA grassroots and grassroots responses to issues relevant to CFSA's policy priorities and overall mission.
- Coordinate grassroots campaign implementation with CFSA staff and/or partner organizations.

- Coordinate media outreach, in conjunction with CFSA communications staff and partner organizations, in support of policy campaigns.
- Influence administrators of agriculture programs at region's land-grant universities to increase resources allocated to organic agriculture research and education.
- Establish and maintain relationships with other academic institutions that are supportive of local, organic food system development.
- Update CFSA's publications on state food and farming laws, as needed.
- Achieve policy wins that advance CFSA's mission and advocacy priorities.

FEDERAL POLICY (20%):

- Influence national coalitions in which CFSA participates to include in their policy platforms the perspectives and needs of the Carolinas' local, organic farmers and food systems.
- Develop and maintain relationships with Congressional delegations in the Carolinas on food and agricultural issues relevant to CFSA's members.
- Direct efforts to engage CFSA members, board members and stakeholder communities in developing federal policy priorities, in concert with the policy team and executive director.
- Coordinate implementation of grassroots and grassroots federal advocacy campaigns, including implementation in the Carolinas of the campaigns of national coalitions in which CFSA participates.
- Collaborate with CFSA technical services staff to influence state offices of federal Natural Resources Conservation Service, Farm Services Administration, and Rural Development agencies.

COMMUNITY ENGAGEMENT (10%)

- Provide resources and guidance to local communities (such as food policy councils, extension offices, community development agencies) to successfully develop and implement policies to promote local food economies, stewardship of agricultural resources, and healthy diets.
- Coordinate with regional and community-based partners to implement local policy campaigns
- Design and implement grassroots leadership development programs.
- Build and strengthen CFSA's network of advocates.
- Increase awareness and visibility of CFSA's advocacy work, by giving presentations, accepting speaking engagements, and conducting general outreach.

POSITION REQUIREMENTS:

- JD, or Master's degree in public policy or another relevant field, plus 5 years' relevant experience, including at least 3 years' experience supervising employees/contractors and managing a budget; or LL.M. in agricultural law plus 3 years' relevant experience, including at least 3 years' experience supervising employees/contractors and managing a budget; or 10 years professional experience in: leading regional or statewide policy campaigns engaging diverse partners and communities in efforts to promote systemic change; research, review, and analysis of complex legal and regulatory materials; development of policy positions and proposals; and including at least 3 years' experience supervising employees/contractors and managing a budget.
- Experience with multi-stakeholder consensus building, decision-making processes, and conflict resolution techniques.
- Demonstrated experience with public engagement methods and techniques.
- Substantial experience with legislative and regulatory processes.
- Proven ability to research, analyze, and interpret laws, including drafting of statutory or regulatory language.
- Superior initiative and high capacity for self-direction.
- High level of creativity in developing strategies and tactics for achieving goals.



- Excellent oral and written communication skills.
- Substantial group facilitation experience.
- Exceptional organization and time management ability, with proven ability to multitask, consistently meet or exceed deadlines and goals, and work effectively with diverse groups and individuals.
- Commitment to sustainable agriculture principles.
- Must be organized, attentive to details, and enthusiastic.
- Strong knowledge of food systems issues; knowledge of the Carolinas' food systems preferred.
- Strong analytic skills, including ability to identify systemic problems and develop innovative solutions.
- Excellent interpersonal skills.
- Interest in and capacity to manage staff, interns and volunteers to accomplish advocacy goals.

Annual salary range is \$50,000 to \$62,000, commensurate with experience. CFSA offers generous vacation, professional development, retirement, and health insurance benefits. CFSA is an equal opportunity employer and encourages applications from women and people of color.

To apply, please submit

- Your resume,
- A list of professional references, and
- A cover letter explaining how your experience and education have prepared you to be an effective advocate for local, organic agriculture.

Applications should be submitted as a single .pdf saved as your first and last name. Send the document to apply@carolinafarmstewards.org with "Policy Director" in the subject line. You will receive electronic confirmation of your email submission. No calls, please.

Open until filled.