

Appalachian Sustainable Agriculture Project (ASAP) Job Description

Position: Associate Director

Supervisor: Executive Director

Classification: Permanent, Full Time, exempt

Purpose: The Associate Director works closely with the Executive Director and leadership team to advance the organization's mission and strategic objectives. This role provides organizational leadership by managing processes, policies, and operational systems, while leading evaluation and organizational learning. Working collaboratively with the leadership team, the Associate Director promotes strong engagement among staff, board members, and partners and supports the organization's long-term effectiveness and impact.

ASAP standard office hours are Monday through Friday, 9am to 5pm EST. Extended hours may be required to meet deadlines. ASAP offers a hybrid work schedule of three days in ASAP's Asheville office and two days remote.

ASAP's mission is to help local farms thrive, link farmers to markets and supporters, and build healthy communities through connections to local food. ASAP is committed to creating a local food system that is equitable, environmentally sustainable, economically viable, and health promoting. To learn more and to read our equity statement, please visit asapconnections.org/about-us.

Responsibilities include, but are not limited to:

Organizational Mission and Strategy

- Contribute to organizational strategy, planning, and development. Support leadership in translating strategy into effective programs, operational systems, and financial plans.
- Provide effective leadership by developing a broad and deep knowledge of all ASAP programs, including their purpose, role, and contributions to the organization.
- Provide accurate and timely reports and presentations to senior leadership and the Board of Directors to support organizational oversight and decision-making.
- Support the organization's commitment to diversity, equity, and inclusion across programs, policies, and organizational practices.
- Keep abreast of current research, trends, and issues relating to ASAP's theory of change and programmatic work.

Organizational Management and Operations

- Lead maintenance and development of organizational policies and procedures.
- Identify and mitigate operational risks and ensure adherence to internal policies and legal requirements.
- Collaborate on HR initiatives for the organization including hiring, onboarding, and personnel

- record management.
- Ensure compliance with HR policies and employment regulations.
- Oversee management and lead effective use of the Salesforce database and other organizational tools and processes.
- Identify opportunities for improved efficiency, effectiveness, and cost management across organizational systems and workflows.
- Lead processes and maintenance of technology systems and IT coordination.
- Lead operational planning and project management for initiatives that strengthen organizational capacity.
- Manage project budgets as needed.

Program Management and Implementation (Local Food Research & Program Evaluation)

- Facilitate Local Food Research Center team (including Executive Director, Program Directors, and Community Research Coordinator) to plan and implement evaluation and organizational learning across programs and strategy.
- Provide oversight of qualitative and quantitative data collection, data analysis, and reporting in multiple formats.
- Assess the impacts of ASAP's programs across audiences and monitor systems-level change in the local food system, especially as it relates to national and regional food system trends.
- Maintain a feedback loop to ensure the organization's strategy and programming are informed by data and community input
- Oversee grant and program evaluation, including setting evaluation plans, monitoring progress towards meeting deliverables, and ensuring data is accurately collected and reported to funders.
- Support the development of grant proposals, reports, and evaluation plans with relevant research, data, and trends.
- Supervise program/administrative staff.
- Support development and implementation of annual project management plans
- Maintain official organizational records pertaining to research and evaluation, ensuring compliance with federal, state, and local regulations.
- Lead development, planning, implementation, and analysis of local food research and evaluation projects as needed.
- Perform other administrative duties as assigned.

Preferred Knowledge, Skills, and Experience

- Strong organizational and project management skills, with the ability to manage multiple priorities and deadlines.
- Experience with database management (Salesforce or a similar CRM/database system), reporting, and data-driven decision-making.
- Experience collecting, analyzing, and reporting on primary and secondary qualitative and quantitative data.
- Strong problem-solving, analytical, and decision-making skills.
- Experience managing people, ideally familiarity with a coaching model of leadership
- Understanding of employment processes and laws, including a working knowledge of employment and HR regulations (EEO, FLSA, FMLA, OSHA, and applicable state labor laws).

- Experience with project and budget management.
- Knowledge of food systems and the nonprofit sector.
- Comfort working independently and collaboratively with a variety of teams in an open office environment.
- Discretion and professionalism in dealing with sensitive information.
- Understanding and commitment to diversity, equity and inclusion in the local food system.

Required

- Knowledge and skills as typically acquired by a bachelor or Master's degree in nonprofit administration, public health or administration, urban planning, rural studies, anthropology, or other related fields.
- At least 5 years of experience in nonprofit administration, operations, or a related field including project management and supervisory experience.
- At least 3 years of experience within social science research and/or program evaluation.
- Experience with technology systems for organizational operations.
- Proficiency in appropriate software, technology, and database tools (Google Workspace, Salesforce, CRM, Survey Monkey, Smartsheets.).
- Must provide consent for a background check. ASAP does not base our employment decisions solely on background checks or convictions, and we do not ask for credit checks.
- Some local travel may be required.
- This is an exempt position with the expectation of working standard business hours, with after hours, evening, or weekend work as needed to meet project deadlines.

Compensation

The starting salary for this full time position is \$72,400. Employees are immediately eligible for fringe benefits including 10 paid holidays, 12 paid sick days, 12 paid vacation days (paid vacation increases with term), health stipend, employee workplace wellness initiatives, an Employee Assistance Program for the entire household, employer match of 3% to SIMPLE IRA.

ASAP is currently a qualifying employer for the Public Student Loan Forgiveness (PSFL) Program. ASAP is a living wage certified employer.

ASAP is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, national or ethnic origin, disability, sexual orientation, gender identity, political beliefs, creed, marital status, genetic information, veteran status, or any other classification protected by applicable law.

To Apply

Email a cover letter, resume, and contact information for three professional references with the email subject line: 2026 Associate Director to jobs@asapconnections.org. Please submit documents in PDF or Google Docs format. This posting will close on June 30th, 2026 . We will reply to all applicants within two weeks.