

Appalachian Sustainable Agriculture Project (ASAP) Job Description

Position: Director of Programs and Impact

Supervisor: Executive Director

Classification: Permanent, Full Time, Exempt

Purpose: The Director of Programs and Impact is a senior staff member who both leads ASAP's Local Food Research Center and supports core programs to ensure effective alignment with the organization's mission, strategy and goals. Guided by ASAP's theory of change and food systems approach, this position is responsible for both maintaining a feedback loop to inform ASAP's work and supporting responsive and impactful program development, implementation, and evaluation.

ASAP standard office hours are Monday through Friday, 9am to 5pm. This is an exempt position. Extended hours may be required to meet deadlines. Occasional weekend work may be required. 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 <https://asapconnections.org/about-us/>

Responsibilities include, but are not limited to:

Organizational Mission and Strategy

- Collaborate with leadership to maintain a feedback loop ensuring the organization's long-range strategies for responsive and impactful programming are informed by data and community input.
- Monitor the organization's impact to ensure consistent and timely progress is made towards achieving its mission.
- Participate in overall organizational planning and development.
- Develop and foster partnerships with key civic and business entities and communities to promote program initiatives and ASAP (community/regional/state/national).
- Represent the programs, mission, and strategy to agencies, organizations, and the public.
- Keep abreast of current research, trends, and issues relating to ASAP's theory of change and programmatic work.
- Support ASAP's commitment to diversity, equity, and inclusion.

Leadership and Operations

- Participate in and lead HR initiatives for the organization.
- Provide effective and inspiring leadership by developing a broad and deep knowledge of all ASAP programs, including their purpose, role, and contributions to the organization.
- Supervise five staff (coordinator and Program Directors) and participate in hiring.
- Support development and implementation of Program Director's annual work plans, project management plans, career development plans, and project budgets.
- Provide oversight and support to programs, connecting program and organizational goals.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Support the maintenance of Salesforce records and databases across teams.
- Keep senior leadership and Board of Directors informed with detailed and accurate reports or presentations.
- Perform other administrative duties as assigned.

Program Management and Implementation (Local Food Research Center)

- Lead the Local Food Research Center (LFRC) and work with the Research Coordinator to develop, plan, and implement program evaluation and research projects - including qualitative and quantitative data collection, data analysis, and reporting in multiple formats.
- Collaborate with Program Directors to identify long-range strategies for responsive and impactful programming as well as new initiatives for the organization.
- Lead grant and program evaluation systems across the organization, including setting evaluation plans, monitoring progress towards meeting deliverables, and ensuring data is accurately collected and reported to funders.
- Assess the impacts of ASAP's programs on all audiences and monitor ASAP's impact on systems-level change in the food system, especially as it relates to national and regional food system trends.
- Support grant writing with relevant research, data, and trends.
- Manage LFRC-specific projects and budgets.
- Manage LFRC-specific grant reporting and communicate with funders and sub awardees.
- Lead research consulting initiatives, as needed.

Preferred Knowledge, Skills, & Experience:

- Experience applying research findings to program strategy.
- Experience collecting, analyzing, and reporting on primary and secondary qualitative and quantitative data.
- Experience managing people, ideally familiarity with a coaching model of leadership
- Strong organizational skills that reflect an ability to manage many projects simultaneously and prioritize tasks effectively.
- Experience with project and budget management.

- Knowledge of food systems and the nonprofit sector.
- Proficiency in appropriate software, technology, and database tools (Google Suite, Salesforce, CRM, Survey Monkey, etc.).
- Comfort with public speaking about complex topics.
- Comfort working independently and collaboratively with a variety of teams in an open office environment.
- Exceptional relationship-building, trust-building, and interpersonal communication skills (written and verbal). Candidates who are bilingual (English/Spanish or Spanish/English) will be given preference.
- 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 agroecology, anthropology, public health, urban planning, rural studies, or other related fields.
- At least 7 years of project management and supervisory experience.
- At least 5 years of experience with social science research and/or program evaluation.
- 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 evening or weekend work as needed to meet project deadlines.

Compensation

The starting salary for this full time position is \$68,000 - \$72,000. Employees are immediately eligible for fringe benefits including 10 paid holidays, 12 paid sick days, 12 paid vacation days (paid vacation increases with term), employee workplace wellness initiatives, an Employee Assistance Program for the entire household, and 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: 2025 Director of Programs and Impact to jobs@asapconnections.org. Please submit documents in PDF or Google Docs format. We will reply to all applicants within three weeks.

Deadline to apply is March 15, 2025.