



DIRECTOR OF PROGRAMS

March 2024

Who Are We?

Chicago Food Policy Action Council (CFPAC) was founded in 2002 as a coalition and became a 501c3 nonprofit in 2011, and added full-time staff in 2017. CFPAC connects people across Chicago's food system to build equitable networks and to advance food justice and food sovereignty.

Our Mission & Vision

We envision a food system where residents of all races, genders, and social identities have the right to produce and access food through community-driven, ecologically regenerative, and economically resilient processes. We address gaps in today's food system using an incubator model to initiate solutions that build an equitable future for systematically marginalized, local farms and food businesses. We specifically focus on dismantling structural racism in the food system and lifting up food policies that support Black, Indigenous, and People of Color. We champion food leaders who equitably represent Chicago's tapestry (race, class, gender, social identity) by connecting them within our network to take leadership roles, lead policy conversations, and establish greater capacity for equitable solutions. We prompt grassroots action for food system equity by creating space for leaders to connect, facilitating conversations around policy and solutions, and addressing systemic barriers to food equity and food access. To that end, please visit www.chicagofoodpolicy.com to learn more.

Position Overview

This new position for CFPAC will lead a team responsible for CFPAC's annual Summit, Rhizome network, communications, policy, and advocacy efforts. The Director of Programs will collaborate closely with the Executive Director, Director of Operations, and Metro Chicago Good Food Purchasing Initiative (GFPI) Director. The Director will support program development, annual budgeting, strategic planning, fundraising, team hiring, onboarding, development, and connectivity with CFPAC operations and the GFPI team members. The Director is a strategic and adaptive leader who can activate multiple stakeholders across multiple networks to build community, share resources, advance policy, and support the larger Food Justice movement. This person is an experienced program leader and highly emotionally intelligent people leader who can develop and execute complex concurrent plans, projects, and working groups. The Director is a strong relationship manager, nurturing external and internal partners toward achieving the mission and vision while reflective of CFPAC's culture and values.

Objectives You're Here to Meet!

- Provide strategic, people-centered leadership over the organizational programs of Rhizome Network, Annual Chicago Food Justice Summit, External Communications, and Policy and Advocacy at all levels of government
- Lead and develop a growing team of program staff
- Support the development of emergent work and priorities for network partners



- Contribute and serve on the Senior Leadership Team of the organization to ensure programs, budgets, fundraising efforts, and organization strategy are aligned
- Be an active participant in the development of a people-centered work culture

Position is Accountable for...

CFPAC Programs Leadership

- *Team Leadership*: Manage a strong, cohesive Programs team providing support and guidance to program managers with specific programmatic, logistical, and leadership issues and opportunities. Manage and support the team's work activities and work plans toward completion and achievement of outcomes.
- *Networks Coordination*: Support in hiring and overseeing the dedicated staff of Network Coordination ensuring program activities and goals are aligned with overall strategy.
- *External Communications*: Oversee CFPAC's external communications team and regular activities (monthly newsletters, an active web presence, public speaking opportunities, and Annual Reports) and outputs are aligned with programs and organization strategy.
- *Partnership Management*: Serve as a relational ambassador of CFPAC with local, regional, and national partners working on aligned efforts.
- *Measurement & Evaluation*: Set a clear strategic direction for programmatic M&E, including managing relationships with institutional research partners.

Programs Grants & Budget Management

- *Budget Management*: Collaborate with the CFPAC Director of Operations and the Grant Manager to maintain and sustain the Programs budget, helping ensure programs/projects operate within approved budgets and timelines.
- *Relationship Management*: Regularly check in and steward relationships with funders to share updates on the initiative's activities and progress.
- *Budget Management*: Review and approve grant invoices and co-develop reports used in reporting on activities to funders.
- *Initiative Ambassador*: Support and identify resource development opportunities to be able to grow program capacity. effectively implement the strategic plan.

What You'll Bring

- 5-7 years of day-to-day team management experience overseeing staff work plan development and execution; Non-profit leadership preferred
- 3+ years of experience as a program leader requiring strategic planning
- Experience in continuous process/system improvement applicable to event planning
- In-depth understanding of food production, including root causes of racial and social inequity in power and control over food systems
- High emotional intelligence and a collaborative spirit



- Demonstrated ability to work productively and masterfully in complex, inter-organizational settings among groups with varying interests and backgrounds
- Demonstrated commitment to seeking diversity of perspectives and backgrounds, and commitment to advancing equitable policies and practices and ensuring inclusion
- Demonstrated ability to lead and inspire in evolving and ambiguous environments and situations
- Demonstrated ability to assess situations to determine the importance, urgency, and risks, and make clear decisions using sound and independent judgment that are timely and in the organization and program's best long-term interest
- Relational approach to your work and mindfulness to uphold and steward our organizational values and add to our team culture

Desired Competencies

- Organization/Planning: Excellent time management ability; able to effectively balance and deeply engage while prioritizing multiple projects and initiatives with various stakeholders
- Self-Starter: Highly self-motivated with a knack for moving projects forward independently and when working on teams.
- Relationship Management: Ability to effectively build, sustain, and navigate varying relationships across multiple stakeholders and partners.
- Judgment/Decision Making: Ability to intuitively make sound decisions when all the information is not available. Knowing when to engage and when to listen, and how to combine knowledge and context.
- Oral and Written Communication: Conveys thoughts clearly and effectively orally and in writing demonstrates fluency and clarity of organization of thought processes.
- Conflict Management: Identifies conflict and is equipped with effective conflict resolution skills and tools.
- Resourcefulness: Ability to find efficient and innovative ways to overcome challenges, optimize resources and people to improve, create, and present solutions to every obstacle.
- Adaptability: Ability to react positively to change and remain productive in a continually changing environment. The capacity to change actions, approaches, or decisions based on new information or a new situation.

Total Rewards Package

Salary range is \$70,000 - \$80,000 based on experience and qualifications for the role. CFPAC is proud to offer a premium benefits package starting day 1, with 100% employer-covered health care through Blue Cross Blue Shield for employees, fully covered vision and dental insurance for employees, a generous annual professional development allowance, approximately 30 accrued PTO days in addition to over a dozen paid holidays, and 401k with employer contributions of up to 4%.



How to Apply

Please provide your resume and a cover letter explaining:

- 1) Why you are a good fit for the role
- 2) Tying your professional experiences from your resume to the job description and
- 3) Your professional experiences relevant to the job description areas under the “*What You’ll Bring*”

Your resume and cover letter can be emailed to Hiring@chicagofoodpolicy.com with the subject line “Director of Programs application.”

Please note, as a small, people-centered organization, our communication in response to you may be slow while we carefully and thoughtfully evaluate each candidate’s experience and qualifications for the role. We strive to be communicative at all stages of the process to all candidates who apply.

Priority will be given to applicants who submit materials by end of day **April 15, 2024**.

Equal Opportunity Employer

Chicago Food Policy Action Council is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. CFPAC makes hiring decisions based solely on qualifications, merit, and business needs at the time.

We strongly encourage all who are interested to apply, regardless of whether or not you meet all of the listed qualifications!

Studies show women and BIPOC candidates are less likely to apply unless they check every single box. We are committed to building a diverse, inclusive, and uniquely talented team reflecting the beautiful tapestry of Chicago and the world. If you are excited about this opportunity but your experience doesn’t match up perfectly, please consider applying anyway.