



Position Description

Director, Good Food Council of Lewiston-Auburn (GFCLA)

ORGANIZATION DESCRIPTION

The GFCLA is a community-based organization established in 2012 to create and support improvements to the food system, from farm-to-fork, within the greater Lewiston-Auburn region, toward the ultimate goal of *good food* access for all. The GFCLA has a 17 member Board of Directors and a unique model that prioritizes building and maintaining strong relationships and shared values and goals both internally and among many community partner entities. By design, the GFCLA brings together community members of all backgrounds, local food producers, public/private entities, and policymakers – serving as a catalyst for the creation of collaborative, innovative, long-term solutions for a resilient and equitable local food system. GFCLA creates change by fostering collaboration between sectors, identifying and working to address gaps, providing non-partisan research and educational resources in matters of public policy, raising awareness and support for local programs and businesses, and responding to emerging community needs and opportunities. Since 2020, the GFCLA, with the support of a small team, has been coordinating the implementation phase of the [Local Foods Action Plan for Lewiston-Auburn](#) – a community planning process and network with shared goals and measurable actions to build a stronger and more equitable local food system. The GFCLA also participates in the Maine Network of Community Food Councils, as one of ten member community-based food councils statewide. FMI: goodfood4la.org

POSITION SUMMARY

As the staff member to an all-volunteer Board, the Director is responsible for managing and coordinating all facets of the work of the GFCLA and acting as the organization's primary public face and contact person. They will work closely with council members, partners, community members, farmers, policy-makers, and other key stakeholders to promote strong local food and agricultural systems in greater Lewiston-Auburn. They will need to build and maintain the Council's visibility in both the public and professional realms, ensuring that key stakeholders and the broader community have an understanding of the Council's work and the critical roles it plays in the local food system.

The Director provides leadership, content expertise, and organizing support to further the goals and priorities of the Council. The Director helps the Council understand key issues and make

informed decisions, and cultivate strategic partnerships to leverage capacity for impact. They lead the Council in reflection and improvement processes and help monitor engagement and organizational progress. The Director must also be able to navigate a group environment with wide variation between members in ability to participate. Building and maintaining trust-based relationships are central to a well-functioning network and are thus central to this role.

The Director helps in developing the processes and tools to help the Council function well. They will help to organize the Council and, if necessary, the committee meetings, work with the Lead Team and Committee Chairs to set agendas and gather and develop support documents for these meetings. The Director shall maintain the communications platforms of the Council to ensure their relevancy and integrity.

Position and key responsibilities will evolve with the growth of the Council.

KEY RESPONSIBILITIES

Council Leadership, Administration and Engagement

- Help shape the direction and quality of GFCLA's goals, strategies, and initiatives
- Develop and implement reflection, improvement, and assessment practices to support the Council in assessing and adjusting strategy for maximum impact
- Collaborate with Lead Team on organizational and network administration
- Schedule and coordinate monthly GFCLA meeting dates, locations, agendas and technology needs; Co-facilitate meetings with members of Lead Team
- Financial management:
 - Oversee budgeting, expense tracking and accounting in coordination with Lead Team and Finance Committee
 - Manage day-to-day expenses, submitting invoices and payments
 - Serve as point of contact with fiscal sponsor

Community Engagement and Partnership Building

- Build and nurture a strong base of organizational and municipal partnerships, fostering collaboration with a variety of stakeholders
- Participate in the Maine Network of Community Food Councils monthly meetings and connect with other food councils and similar entities in Maine and beyond
- Organize events and public meetings
- Serve as a public face of GFCLA, representing the organization at public events, meetings, and conferences

Communications

- Timely communication with Council members, organizational partners, stakeholders and members of the public
- Manage GFCLA's website (Wordpress), social media presence, and eNewsletter (Mailchimp)

- Develop simple, clear, and effective communications, collateral materials, and presentations to support outreach and education

Planning, Policy, and Implementing Action Plans

- Provide project management leadership for Council-led initiatives, including the implementation of the Local Foods Action Plan for Lewiston-Auburn
- Foster and maintain strong working relationships with city staff and public entities
- Monitor municipal policy, planning and other local/regional issues to understand the landscape in which the Council is operating and to inform decisions and impact strategies

Fund Development and Grant Administration

- Help secure and manage resources for operations, including fundraising, grant writing, and grant and impact reporting
- Help lead donor and sponsor engagement in collaboration with the Development Committee - this includes annual appeals and special campaigns
- Manage all donor and revenue documentation and revenue tracking, including using platforms such as MightyCause

Other

- Perform or guide research for the Council and Council-approved community projects when needed, including pursuing academic partnerships to support research

QUALIFICATIONS AND EXPERIENCE

Required Skills and Experience

- At least five (5) years combined experience, training and/or education in a related field (such as food systems, agriculture, public health, or community development)
- Knowledge of local and regional food systems and related content expertise, with a focus on food and agriculture-related work in the Lewiston-Auburn area preferred
- A demonstrated commitment to food justice and food systems change
- Strong administrative, organizing, and project management skills
- Direct grant writing and grant management experience; knowledge of fundraising and stewardship of donor and funder partnerships
- Commitment and skills in cultivating strong relationships; ability to foster relationships across diverse identities and backgrounds (class, race, gender identity, culture, age, etc.)
- Ability to work collaboratively, support participation in Council work, and leverage additional capacity to accomplish Council and community-driven goals

- Strong communication skills: written, oral, meeting facilitation, comfort in public speaking and presenting
- Familiarity with social media platforms and experience managing social media accounts: e.g. Website, Facebook, Instagram
- Motivation and ability to work independently on routine organizational and network operations; ability to organize and prioritize work quickly in response to changing needs
- Commitment to lead the organization and its collaborative work towards equitable systems and structures.
- High degree of computer literacy including ability to use technology applicable to this work: e.g. Microsoft Suite experience, Canva

Other Requirements

- Basic home office equipment and stable internet for work use
- Access to reliable transportation for select in-person gatherings and tasks
- When necessary, working evenings and/or weekends

Desired Skills and Experience

- Familiarity with municipal policy making, planning, and systems change.
- Board management proficiency

SALARY AND BENEFITS

The position is currently funded at 36 hours/week, with occasional evenings or weekends based on work plan activities. This position reports to the Lead Team and the GFCLA Board. The work schedule is flexible, but requires regular monitoring, communication, and responsiveness. Routine reviews conducted by the Lead Team.

- Salary range (dependent on experience): \$25.50 - \$27/hour
- Monthly healthcare reimbursement available
Paid Time Off
- Technology Stipend
- Coworking space membership; flexibility to work from home

APPLICATION PROCESS

To apply, **please email a cover letter and resume to GFCLA.info@gmail.com with the subject line “Good Food Council Director Application.”** Cover letters should include a summary of the candidate’s community engagement experience and experience engaging in food systems issues.

Applications are accepted on a rolling basis with an ideal deadline of **Saturday February 24th**. Early applications are encouraged, as the selection process may begin before the deadline. The position will remain open until filled.

Start date is negotiable with the ideal start time being the end of March.

All decisions are based on nondiscriminatory factors without regard to race, color, religion, sex/gender, sexual orientation, national origin, disability or status as a veteran. We promote a positive and healthy working environment with respect for diversity.

An Equal Opportunity Employer: The Good Food Council of Lewiston-Auburn will provide all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, marital status, sexual orientation, gender identity, handicap, age, or veteran status.