National Association of State Departments of Agriculture Foundation

Position Description

Date: May 31, 2018
Title: Coordinator, Programs & Grants
Position Type: Permanent Full-time
Position Available: Immediately
Organizational Supervisor: NASDA Foundation, Executive Director

Requirements for Application: A letter of interest, resume, and a list of three references to “Coordinator, Programs & Grants” at careers@nasda.org.

DESCRIPTION:
The National Association of State Departments of Agriculture (NASDA) Foundation is the only educational and research organization that serves the nation’s state departments of agriculture. We partner with states to develop programs that connect farmers to new markets, inspire change across the supply chain and preserve the environment and agricultural viability.

POSITION SUMMARY
The Coordinator, Programs and Grants works as a member of the NASDA Foundation team to support a variety of programs and grants within the foundation. Specifically, the incumbent is responsible for tasks providing program coordination and administrative assistance to the foundation including developing and implementing programs, meeting and event planning, assisting with grant writing, overseeing program contracts and regulatory compliance, assisting with sponsorships, and maintenance of systems important to tracking financial activities.

PRIMARY RESPONSIBILITIES
- Assist in developing, implementing, and managing NASDA Foundation programs in the areas of water quality, nutrient management, soil health and women in agriculture
- Assist with grant projects (i.e., proposal writing, reporting, tracking expenditures)
- Coordinate events, meetings and educational programs in DC and off-site
- Maintain program contracts and regulatory compliance
• Assist in the development and administration of the NASDA Foundation budget
• Prepare and maintain records and reports

SKILLS, KNOWLEDGE AND ABILITIES REQUIRED
• Ability to create and implement project plans with clear timelines, tasks, deadlines, goals and objectives
• Must have effective written and oral communication skills.
• Must be energetic, motivated, personable, goal-oriented, and organized.
• Must be able to effectively work as a member of a team and independently.
• Must have innovative ideas to build effective program plans with a “can-do” attitude and approach

EDUCATION
• Must have 3 - 5 years of experience working in agriculture, food, natural resources or science-related field.
• BS or BA in a discipline related to agriculture, food or natural resources is desirable but not necessary.
• An understanding of agriculture and NASDA is a plus.

TECHNICAL SKILLS
• The following are preferred skills:
  o Experience with federal, state or private foundation grants.
  o Experience with developing and implementing workshops, conferences and off-site educational experiences.
  o Experience in data management, web-based applications, and reporting using various software programs.
  o Experience with website updating and maintenance, Adobe PowerPoint, Adobe InDesign, and advanced execution of Microsoft Excel tasks.

WORKING CONDITIONS AND/OR PHYSICAL REQUIREMENTS
• Attendance at occasional meetings outside of the office and in the WDC area.
• Occasional travel.
• Other duties as assigned.
• Physical ability to work on a computer at a desk for long periods.
• Physical ability to occasionally lift up to 25 pounds.

MANAGER/SUPERVISORY RESPONSIBILITIES
Not Applicable