



COMMUNITY
FARM
ALLIANCE

www.cfaky.org

P.O. Box 130
Berea, KY 40403
859-756-6378

JOB ANNOUNCEMENT

Position: GRANTS MANAGER
Time: Full-time
Location: Central Kentucky (Berea vicinity preferred)
Salary: \$32,000-\$34,000 (based on experience) with generous health, dental, vision and other benefits

Starting Date: March/April 2020 or until filled

About Community Farm Alliance (CFA):

Community Farm Alliance is a statewide, grassroots-membership organization that strives to bring a voice on issues affecting family farmers and local food consumers to both state and national policy makers. Since 1985 CFA has led major innovations in Kentucky's agriculture, food, and community policy development.

CFA has over a thousand passionate, committed members from across the Commonwealth. Our members are a mix of urban and rural, farmers and non-farmers, rich and poor, young and old. The "community" in Community Farm Alliance is not defined by geography but by values that govern good stewardship of land, family, and community.

Job Description

The Grants Manager is a full-time Community Farm Alliance employee and a member of CFA's Administrative team and is responsible for assisting the Executive Director and Development Director in supporting the directives emanating from the Board of Directors for the organization's consistent achievement of its mission, financial objectives, and administration. As a key member of CFA's Administrative Team, the Grants Manager maintains grant reporting obligations, contributes to the development of CFA's funding, provides administrative oversight, and assists in staff and leadership development.

The *Grants Manager* works closely with the Development Director and the Administration and Resource Manager (ARM) related to grant management, including budgeting and projections, accounting and reporting, and grant compliance.

Professional Qualifications

- Must have at minimum a bachelor's degree or equivalent experience, preferably in a relevant field (community economic development, political science, or sustainable agriculture), or a high school diploma/GED and 3+ years related work experience;
- Must have strong analytical skills;
- Must possess excellent oral and written communication skills;
- Must be able to self-organize and multi-task;

CFA is a 501(c)(3) non-profit whose mission is to organize and encourage cooperation among farmers, rural, and urban citizens, through leadership development and grassroots democratic processes to ensure an essential, prosperous place for family-scale agriculture in our economies and communities.

- Must be comfortable with the suite of Microsoft Office applications (Excel fluency required)
- Must be familiar with Federal grants and with Grants.gov, ASAP, and System for Award Management (SAM), etc.
- Knowledge of CFR 200 a bonus.

Personal Qualifications

- Committed to the values inherent in community organizing and leadership development;
- Committed to advancing diversity;
- Able to perform in a variety of environments and diverse social settings.
- Able to initiate contact with persons not known, in person and by phone;
- Able to occasionally travel throughout the state and accommodate a work schedule that will include occasional evening and weekend commitments;
- Must have reliable transportation and a mobile phone;
- Able to take the initiative; be self-motivated; able to work independently as well as in a team; work well under pressure; be a creative thinker and; be a good problem solver;
- Open and honest – must enjoy working with people!

CFA seeks to build an organization of diversity - People of color are encouraged to apply

For more information please visit: <http://cfaky.org/get-involved/employment-opportunities/>

To apply:

Send application materials as a single PDF to cfaadmin@cfaky.org with subject line of “**Grants Manager**” to Martin Richards, Executive Director by **March 27, 2020**:

- A resume
- Cover letter
- 3 professional references and 2 personal references

Questions regarding the position can be submitted to this email address as well.

Please no phone calls about this job.