

## Programs & Services Director

**Mission:** Cultivating environmentally sound, economically viable, community-focused farms and food systems

**Position overview:** Are you a thoughtful and strategic leader with proven management skills? Pasa is seeking a Programs & Services Director to oversee and support our Food Systems, Research, Farmer Training & Development, and Events teams. Our program-related staff (currently numbering 15) will be more than doubling over the coming years. The Programs & Services Director will guide the staff through this expansion and beyond, ensuring all programs are successfully delivered and continue to add value to farmers and growers in our community. This position will report to Pasa's Executive Director.

This is initially a hybrid position with both remote and regular in-person workdays. For the first six months, availability to work 2-3 days per week with the Executive Director in Harrisburg as well as meeting with Associate Directors across Pennsylvania will be required. Eventually, the position will have a home base at one of the Pasa offices (with options for liberal remote work) and 8-10 annual in-person staff meetings and multi-day retreats. All employees are required to attend our annual Sustainable Agriculture Conference, which takes place each February in Lancaster, PA. Employees must comply with Pasa's remote employee policies.

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### Responsibilities

- Work with the Executive Director to develop strategy for ensuring that the goals, inputs, and outputs of programs are mission aligned and center diversity, equity, inclusion, and justice (DEIJ)
- Oversee the development and operationalizing of standardized strategic workplans for program areas
- Work with the Human Resources team to hire, provide professional development guidance, and support a diverse staff including supervision of the Associate Director for Training & Development, Associate Director for Research, Associate Director for Food Systems, Associate Director for Events, as well as engage regularly with the Policy and Development teams
- Collaborate with the Director of Operations to ensure that appropriate strategic services are in place and supporting all program areas
- Collaborate with the Operations Director to plan and facilitate staff development and training, including program-specific retreats, leadership retreats, and ongoing professional development

- Strategize with the Development Director and the Grants Manager to identify needed programmatic funding
- Contribute to writing and reviewing grant proposals and monitoring grant reporting
- With support from Pasa's finance team and program leads, prepare draft budgets and financial reports
- Prepare programmatic summaries for the executive director to present to the staff team and board on a regular basis
- Assist the Executive Director with executive level special projects and assignments

### Qualifications

- Exemplary equity-focused supervisory experience; demonstrated success in developing a supportive, functional, service-oriented workplace
- Experience with project management, workplan and strategic visioning
- Experience in customer management software (e.g., Salesforce)
- Knowledge of and commitment to DEIJ principles

### Preferred qualifications

- Prior experience as an executive director or executive-level supervisor
- Thorough understanding of current topics and challenges in sustainable agriculture

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**Compensation:** This is a full-time exempt position. Annual salary is based on experience and is negotiable within the range of \$78,000 to \$90,000. Benefits include health, vision, and dental insurance; 401K retirement match; flexible scheduling; twelve paid holidays; and a generous leave policy. A work computer is provided, and work-related travel expenses are reimbursed.

**How to apply:** We are committed to advancing diversity, equity, inclusion, and justice through our hiring practices. This entails reviewing application materials anonymously (without the applicant's name exposed) to help prevent potential unconscious bias. Please remove your name and email address from your cover letter and resume. Please adhere to the following protocol when submitting your application materials:

- **Step 1:** [Complete this short questionnaire](#). All applicants are required to complete this anonymous questionnaire to (1) help us know whether this job opportunity has been accessed by a diverse pool of candidates and (2) to receive an applicant ID number to continue the application process. Your anonymous survey responses are not connected to your application materials and will not affect hiring decisions.
- **Step 2: Record your applicant ID number.** After completing the above questionnaire, you will receive an applicant ID number. This number is unique to you and your application.

- **Step 3: Name your resume as “[Applicant ID] Resume” (e.g. 123456 Resume).** Please do not include any part of your name in the file name (e.g. don’t use “Doe 12345 Resume”).
- **Step 4: Name your cover letter as “[Applicant ID] Cover Letter” (e.g. 12345 Cover Letter).** Please do not include any part of your name in the file name (e.g. don’t use “Doe 12345 Cover Letter”).
- **Step 5: Upload your resume and cover letter.** Upload instructions will appear upon completing the questionnaire above. You will also be emailed an upload link.

**Reminder:** Application materials should *not* contain your name or email address.

Initial interviews will be conducted remotely via Zoom beginning immediately and will continue until the position is filled. The anticipated start date for this position is late March.

If you have any questions, please contact [jobs@pasafarming.org](mailto:jobs@pasafarming.org).

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## Employee value statement

**We are passionate about effectively advancing our mission.** We value employees who:

- share our passion and can clearly communicate the value of our work to others;
- consider how we can do things smarter and more efficiently;
- anticipate and address roadblocks or other challenges;
- stay current on trends in the field;
- embrace and accommodate change; and
- continuously advance their knowledge and skills through professional development.

**We strive to create a work culture that promotes both independence and collaboration.**

We value employees who:

- are committed to fostering a connected, respectful, and responsive work environment, whether work is being conducted remotely or in person;
- exemplify honesty and integrity;
- possess excellent interpersonal skills;
- exercise good judgment and take initiative when needed; and
- can recognize when to ask others for advice, feedback, or support.

**We take pride in the quality of our work.** We value employees who:

- consider the big picture while paying close attention to accuracy and detail;
- can clearly and thoughtfully communicate in person and in writing;

- are highly organized; and
- thrive in a fast-paced, professional work environment.

**We are an equal opportunity employer** and encourage people of color; Indigenous people, LGBTQ+ people; veterans; people with disabilities; people who have been formerly incarcerated; and others who are underrepresented within the environmental nonprofit sector to apply.

**COVID-19 staff policy:** As of October 24, 2022, Pasa staff are not required to be vaccinated as a condition of employment. However all staff must privately disclose their vaccination status to Human Resources upon hire. All staff, regardless of vaccination status, are required to conduct COVID-19 rapid tests before and after attending any indoor event or meeting hosted by Pasa. This policy is subject to change as the COVID-19 pandemic continues to evolve.