



650 Suffolk Street, Suite G10
Lowell, MA 01854
978-455-2620
MillCityGrows.org

Associate Director

Full-time, benefits

Organization Description: Mill City Grows (MCG) was founded in 2011 as a catalyst for food justice, ensuring that all people of Lowell have access to culturally connected food, land, and education. Our programs have grown from a single community garden to include: food, nutrition and advocacy education for people of all ages; community and school gardens; working urban farms; mobile markets and farm shares; and above all encouraging and supporting people to grow their own food. MCG infuses food production spaces with food education to increase food sovereignty, universal access to fresh produce, and promote environmental sustainability throughout Lowell.

Position Description: The Associate Director (AD) reports to the Executive Director and will help increase Mill City Grows capacity to engage in Advocacy, Development, and Financial Management, with a goal of increasing food sovereignty in Lowell and beyond. This is a brand-new role at MCG, and was created to build leadership capacity for our fast growing organization. The AD role is designed as a space for a new non-profit leader/manager to learn and practice these skills, with the support and mentoring of our experienced Directors.

The ideal candidate for this position is a highly organized person who likes learning new things and being a productive member of a team. They are interested in looking at the big picture and helping to create strategies to reach short- and long-term goals. They are dedicated to social justice and have a history of engagement in this type of work. And finally, they have an understanding of, or are interested in learning about Lowell's food system.

As this is a new position, the AD and Executive Director will shape the job description over time. Mastery of the skills listed below is not necessary - the goal is to help develop skills and determine where the AD wants to focus and grow. Due to the unique nature of this position, up to 10% of the ADs time will be dedicated to training and professional development.

Responsibilities:

Advocacy: Mill City Grows participates in advocacy efforts on a local, state, regional and national level to increase food justice beyond our direct service work. The AD will oversee this important scope of work.

- Liaison to a variety of statewide, regional, and national advocacy coalitions; attend meetings, conferences, and action events
- Draft and deliver/co-deliver written and oral testimony on a variety of bills to legislators
- Inform staff, board and larger community about advocacy campaigns
- Work with managers to involve staff, volunteers, and program participants in advocacy efforts
- Collect data and report on progress of advocacy efforts to stakeholders

Development: The AD will be a key player in Development efforts across the organization.

- Engage in event planning
- Participate as an active member in the 10th Anniversary committee
- Work closely with ED on grant writing and reporting
- Work closely with DoP and Managers to collate data and create reports
- Assist with funder site visits
- Craft regular communications to funders

Finance/Administration: The AD will support the ED and HOO in a number of Finance tasks:

- Support Head of Office Operations (HOO) in contract billing/management
- Help prepare organizational budget
- Assist the ED and HOO with the annual financial audit and federal and state filings
- Attend Finance meetings with staff, board members, and consultants

Program Support: The AD will help to build organizational culture, and support team efforts across the org to ensure our direct service work

- Attend and participate in weekly Director's meetings
- Occasionally support Community, Education, Farm/Market, and Volunteer programs with hands on direct service work
- Represent MCG in community coalitions by attending meetings and events

Qualifications:

Applicants should have some non-profit experience, and a clear interest in building their non-profit leadership and management skills. Great communication skills, written and verbal, is a must. Knowledge of and familiarity with Lowell is a plus. Fluency in Khmer, Spanish, or other languages widely spoken in Lowell would be advantageous.

Candidates must have the ability to not only see obstacles, but craft feasible solutions to meet goals; demonstrate a commitment to cultivating community and promoting equity and inclusion; be a great team player and passionate about food justice; possess an interest in sustainability; have a love of learning, and a desire to grow professionally and personally.

Mill City Grows offers a strengths-based collaborative staff team, flexible work environment, with parking and accessible office location in Lowell. This position will require some evening/weekend hours to attend meetings and special events. Starting salary is \$55,000. Benefits include: health, dental, & vision insurance (75% paid by employer), short term disability, 401k plan, generous paid time off including 12 holidays, accrued sick time, personal time, and vacation. And of course, fresh veggies.

To apply:

This job is being posted on November 22, 2021, and applications will be accepted on an ongoing basis. Email your resume along with your answer to the question "What does food sovereignty mean to me?" to hr@millcitygrows.org, with subject line: Associate Director
Please have 3 references upon request.

Mill City Grows is an Equal Opportunity Employer. We will not discriminate against employees or applicants for employment on any legally recognized basis including but not limited to: veteran status, uniform member status, race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability, genetic information, or any other protected class under federal, state or local law. Consistent with the policy of nondiscrimination, MCG will provide reasonable accommodations to a qualified individual with a disability as defined by the ADA and similar state laws. Mill City Grows especially encourages local residents to apply. Mill City Grows welcomes all interested people to apply, including people of color, all forms of gender identity and all religions and beliefs. Visit us at: millcitygrows.org