Executive Strategy Fellow

About the National Farm to School Network
The National Farm to School Network (NFSN) is an information, advocacy and networking hub for communities working to bring local food sourcing and food and agriculture education (including school gardens) into all schools and early care and education (ECE) settings. Farm to school creates opportunities for children and families to make informed food choices, while strengthening the local economy and contributing to vibrant communities. NFSN has provided vision, leadership and support at the state and national levels to connect and expand the farm to school movement since its establishment in 2007. Our network includes national staff, more than 200 Partners in all 50 states, Washington, D.C., and U.S. Territories, sovereign nations, an advisory board and thousands of farm to school supporters. NFSN’s tagline “Growing Stronger Together” reinforces an organizational approach and belief that robust movement building is possible only when we work collaboratively across sectors and locations. For more information, please visit www.farmtoschool.org. NFSN is a project of Tides Center, the nation’s largest fiscal sponsor. Tides Center is a nonprofit organization based in San Francisco that works with individuals, groups, and funders to implement and accelerate positive social change in the nonprofit sector. For more information, please visit www.tides.org.

Position Description
National Farm to School Network is seeking an Executive Strategy Fellow to support implementation of NFSN’s strategic plan / Call to Action. The fellow will gain experience in strategic plan implementation, racial equity, organizational development, day-to-day executive management, and working with collaborative networks. The fellow will interface with the NFSN Leadership Team, Advisory Board, staff, consultants, and network partners. This is a part-time, temporary position with an immediate start date and duration of 12 months or less. The Executive Strategy Fellow will report directly to the Executive Director and work approximately 15 hours per week. This role is a remote position and may be based in any location in the United States.

Essential Duties and Responsibilities
Executive Management Support – 25%
- Provide direct support to Executive Director by scheduling, planning, note taking, and tracking follow-up for meetings.
- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conduct research, analysis, and writing tasks for strategic projects, related to topics such as emergent strategy implementation, organizational structures, board governance and engagement, and collective impact models.
- Facilitate and supports the Executive Director to achieve robust Advisory Board engagement, effective meetings, and comprehensive and timely board packets.
- Participate in organizational efforts to advance racial equity within NFSN and in the movement as a whole.

Strategic Plan “Call to Action” Implementation Support – 75%
• Support the Executive Director in strategic plan implementation through resource development, logistics coordination, and communications across staff, board, consultant(s) and network partners.

• Contribute to the development of equitable impact measures for NFSN’s Call to Action. Develop and maintain a dashboard for tracking progress on strategic plan goals and impact measures.

• Contribute to program planning and implementation for strategic plan meetings and trainings as needed.

• Schedule, attend, participate in, and take notes for strategic plan working group meetings as needed.

• Draft messaging about strategic plan implementation for communications and development purposes.

• Manage the Call to Action email account, addressing common questions and elevating items needing input and decisions.

Other Duties and Responsibilities

• Prepare for and participate in strategic plan meetings

• Attend Advisory Board meetings as needed

• Attend NFSN staff meetings as needed

• Complete organizational reporting and tracking activities

• Travel as needed (COVID travel restrictions are currently in place and may be lifted during the tenure of this position)

Education and/or Experience

• College degree or currently enrolled in undergraduate/graduate program, or three years of equivalent work experience

• Excellent performance history in prior positions or projects

Knowledge, Skills, and Abilities

• Knowledge and/or interest in the following:
  o Racial and social equity principles
  o Organizational leadership and development
  o Systems change strategic planning
  o Farm to school, community food systems, education, nutrition, and/or agriculture

• Familiarity with Microsoft Office applications including Word, Excel, and Powerpoint

• Excellent verbal and written communication skills

• Ability to collaborate across diverse groups of people

• Responsive and prompt in communications

• Organized and detail oriented

• Ensures completeness, accuracy, and timeliness in all work

• Ability to work independently, self-motivated, and conscientious

Organizational Relationships
As a member of the Executive Team, the Executive Strategy Fellow reports directly to Executive Director and works closely with NFSN staff, partners, and consultants.

**Compensation and Benefits**
This position is non-exempt, part-time (under 20 hours/week) and is not eligible for health benefits. Hourly pay ranges between $15-$17 and is commensurate with education and experience.

**Physical Demands**
This position works 1-5 hours per day either sitting at a desk (responding to emails, developing materials or being on the phone), or attending meetings outside of the office. These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job.

**Work Environment**
This is a remote position, and applicants may be located anywhere within the United States. This position will likely be working from a remote office / home office set up. While performing the responsibilities of the job, these characteristics are representative of the environment the employee will encounter: a basic office environment and possible visits to schools or farms, conference centers, or hotels where events are being held.

**To Apply**
To apply for this position, please complete this screening form: [https://forms.gle/xRR3TZhtTn4ttKMRe8](https://forms.gle/xRR3TZhtTn4ttKMRe8). Candidates who advance past this screening will be asked to submit a resume and complete a phone interview. Final candidates may be asked to provide contact information for two references upon request.

National Farm to School Network, a project of Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Applicants from groups most impacted by systemic inequities, including people of color, are strongly encouraged to apply.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.