

JOB ANNOUNCEMENT PROGRAM DIRECTOR

Full time, remote

About the Castanea Fellowship: The Castanea Fellowship is for established leaders working at the intersections of food, health, environment, agriculture, regional economies, and community development. Castanea Fellows are building power and shifting cultures and institutions towards a more healthy, equitable and sustainable food system. We provide them the time, space, skills, and resources they need to connect and innovate on long term solutions to foster vibrant communities. The core values that drive Castanea Fellowship are racial equity, diversity, and impact. After over a year and half of adapting to Covid, a leadership transition, and a pause in programming, the fellowship is positioned to relaunch in early 2022 to advance power and movement building in the national food systems sphere. Learn more about who we are and what we do at: www.castaneafellowship.org

About the Program Director: The program director will play a key role in leading Castanea's programmatic design and delivery. The Program Director will lead the team on program design, implementation, evaluation, and fellow support and engagement. This position will support story-telling and communications efforts to elevate the fellows, their work, and the program. With the onboarding of this position, Castanea will have three full time staff members. The Program Director will play a key role in the iterative and organic process to form and shape shared leadership within the organization in a way that fits the needs of the organization and staff. This position will help to build a strong sense of community among the Castanea Fellows, will root the program in racial justice, and engage in transformative power and movement building practices.

Responsibilities: The essential responsibilities of the position include, but are not limited to, the following:

Program Design and Management (60% of time)

Design: The Program Director will *lead the program and curriculum development process* for the fellowship, including in-person, week-long immersions and virtual programming. The programming should provide a cohesive experience over the two year fellowship and strengthen fellows' relationships with each other, deepen their understanding of themselves and structural forces they are working against, hone their strategies and approaches for their work, and build toward a stronger movement for food justice and sovereignty. The Program Director will create and manage an inclusive process that brings in fellows, partners, facilitators, trainers, and local leaders at different levels of program design and implementation.

Management and Implementation: The Program Director will *lead project management, work planning, and coordination* for all programming. The Program Director will recruit and manage a team of staff, local partners, and consultants to ensure all event logistics are taken care of including fellows communications, program scheduling, and on the ground logistics (including travel, lodging, meals).

Evaluation: The Program Director will undertake all work with an eye to *meaningful and effective program evaluation*, creating and integrating evaluation tools into program design. They will lead the process to compile and integrate evaluation data and support the process to transform evaluation tools into effective storytelling and communication efforts

Fellows Engagement (30% of time)

Current Fellows: In conjunction with Castanea's Director, the Program Director will provide *support to fellows* through communications including quarterly calls and one on one check ins; coordinating TA and other support; and connecting fellows to opportunities and resources as they arise. This position will play a key role in setting the tone for the fellowship. They will lead the process to set up agreements and expectations for fellows and ensure accountability and community care for each other, conflict management, and self-reflection are integrated into the program and agreements.

New Fellow Recruitment: The Program Director will *co-lead the fellowship recruitment and cohort selection* process. They will bring together and coordinate a selection team consisting of food justice and racial equity leaders and collaboratively develop recruitment priorities for each new cohort. They will also work with the communications team to develop an outreach and recruitment strategy.

Admin/Organizational Development (10% of time)

In addition to program specific work, the Program Director will support the team with administrative and organizational development work. They will participate in and co-lead organizational strategy processes and staff meetings, be involved in writing reports for funders, and manage program budgets in collaboration with the Director and Operations Manager.

Who you are:

- An experienced facilitator and trainer who has program development and multi-racial cohort expertise and is adept at helping communities create cultural practices together
- A strong project manager and event planner who understands how values-aligned and well-planned logistics are at the heart of smooth and powerful programs
- A space-holder who loves to hold and weave people and space together effectively and who can hold conflict in a generative way
- A collaborator who is people-centered, relationship focused, and capable of moving a group forward with clarity, focus, ease and grace
- An active part of movements for racial justice, ideally with experience in the food movement, with an understanding of how to build collective power and the ability to speak to race, privilege, and class
- A generative designer who can produce and weave together ideas into beautiful and thoughtful curriculum designs
- Someone who can balance the details and the big picture and has fun being in the creative process
- A low-ego leader who is willing and excited to work through the iterative process of fine tuning shared leadership within the organization and has experience in developing or holding inclusive and cooperative decision making structures / processes

Salary and Benefits: This is a full-time, exempt, salaried position and includes a generous benefits package. Pay range is \$80,000 - \$92,000, depending on experience. The benefits package includes 14 paid holidays plus one holiday week off in winter and one in summer, 3 weeks paid vacation in year 1, and 10 days paid sick leave per year; paid medical, dental, and vision benefits; life and long term disability insurance; 403(b) retirement plan option with 3% additional compensation intended as employer match; and reimbursement for qualified home office expenses.

Location: When it is safe to do so, travel will be required for in-person immersions and other work-related gatherings. This position is remote, candidates can be based anywhere in the U.S. (The fiscal sponsor, [Earth Island Institute](#), is based in the San Francisco Bay Area).

To apply: please send a current resume and a cover letter detailing how your skills and experience will contribute to the growth of Castanea and our fellows. Applications will be reviewed on a rolling basis. We will accept applications until January 3, 2022. Please send application materials to Apply@castaneafellowship.org.

Earth Island Institute is an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender and gender identity or expression, nationality, ethnicity, sex, pregnancy, childbirth or related medical conditions, sexual orientation or any other status protected by law. Women, people of color, and LGBTQ+ candidates are strongly encouraged to apply.