



FIBERSHED

Local Fiber, Local Dye, Local Labor

Job Description

Fibershed is a non-profit organization that develops regional and land regenerating natural fiber and dye systems. Our work expands opportunities to implement climate beneficial agriculture, rebuild regional manufacturing, and connect end-users to the source of our fiber through direct educational offerings. We are working to transform the economic and ecologic systems that clothe us to generate equitable and climate change ameliorating textile cultures. Learn more at www.fibershed.org.

Title	Director of Programs
Status	Exempt (Not subject to overtime)
Supervisor	Executive Director
Location	Fibershed Learning Center, Point Reyes, CA (2 days per week minimum) + Work-From-Home

Job Function: The Director of Programs (DoP) will oversee and facilitate work streams in partnership with program leadership within Fibershed’s Climate Beneficial Agriculture, Regional Textile Economies, Public Education and Advocacy programs. DoP will also be asked to manage special projects as work streams evolve, with a focus on public outreach and communications. To approach these interconnected responsibilities, the DoP will bring a mix of creativity and systematic project management skills with an emphasis on communications, administration, and relationship management.

Principal Tasks:

70% Programs:

- Coordinate quarterly program leadership meetings focused on evaluating alignment of work outcomes to short term objectives and annual project goals
 - Strategize and facilitate actions for cross-program collaboration
 - Support the development of internal analytical learning systems that can inform program offerings
- Foster a work environment that is welcoming, safe and supportive with clear expectations and enforced deadlines
 - Schedule weekly one on one meetings with all staff to carry out project check-ins, review goals and milestones, and troubleshoot challenges
 - Provide mentorship and facilitate professional development opportunities for staff as needed
 - Create and nurture clear path of communication between staff, Executive Director (ED) and contractors
 - Work with team to cultivate a welcoming and open organizational culture
 - Facilitate weekly team meetings: Develop concise agenda and keep team on track and informed of expected deliverables
- Provide administrative and technical support to staff
 - Assist in developing clear, concise tracking systems to ensure deliverables are met



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- Maintain up-to-date job descriptions and assist with vetting, hiring, and training new staff as needed
- Co-develop and review content for internal and public communications to make sure it aligns and is in congruence with Fibershed's voice.
- Contribute to the development and evolution of a cross-programmatic strategic plan to guide future Fibershed efforts.
- Manage special projects as work streams evolve, with a focus on public outreach and communications

15% Financials

- Work with ED and office manager to track the organizational budget against annual budget estimates
- Work with office manager to produce quarterly financial reports to share with staff, board, and donors
- Support team to produce the organization's metrics for the Annual Impact Report and Work Plan
- Work with program directors to provide communication and administrative support for campaigns and campaign reporting
- Assist ED with grant management (reporting)

15% Public Engagement

- Lead our team to plan and produce annual community engagement event (Our Annual Symposium and or Gala)
- Work with team to ensure that Fibershed sponsored events are aligned with mission and vision
- Support the preparation of relevant communications strategies and products, including digital communications products to our communications team
- Work with ED, sharing an ambassadorial role, helping to identify new opportunities for strategic collaboration with external partners.
- Work with team to host Learning Center public visits to connect people with Fibershed's work and landbase

Position Requirements:

- At least two days a week on site at the Fibershed Learning Center in Pt. Reyes Station CA, and as needed for hosting visitors, with occasional field days with staff.

Physical and Mental Requirements: Ability to sit for prolonged periods. Work effectively when working in isolation. Work effectively as a part of a virtual team. Concentrate on a variety of details when faced with interruptions and changing work priorities. Occasionally is required to lift and/or move up to 25 pounds.

Qualifications:

- A cooperative, professional, and entrepreneurial disposition, with an ability to navigate ambiguity in building new and efficient processes and systems.
- Ability to provide sound judgment and discretion in navigating complex evolving works streams.



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- Prior experience with the development and oversight of efficient and regular procedures will be key; as will bringing a mix of creativity and systematic project management skills to the job.
- A flexible and entrepreneurial approach to the work will be essential, focused on innovation and amplifying our organizational impact.
- Strategic program planning and development
- Ability to manage evolving workstreams
- Meeting facilitation capabilities
- Strong interpersonal skills
- Excellent communication skills (written and oral)
- Experience with project management
- Organizational and leadership skills, including experience with managing personnel
- Creating and analyzing budgets
- Proficient at using technology (ideally experience with the Microsoft Office Suite, Google Suite, Dropbox, Asana, Slack, and Salesforce)
- Experience, interest and passion for agriculture, fiber or textile systems
- Compassionate

Education and Experience Requirements:

Bachelor's Degree in Environmental Science, Agricultural Sciences, Sustainable Development, climate or sustainable textile systems, (or related subject matter), master degree preferred and a minimum of four years combined experience in management, project coordination, and or program development. Experience working in professional environments, has comfort interfacing with senior figures from public institutions, civil society, academia, philanthropy and the private sector are preferred.

Fibershed is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

This job offers full-time employment and PTO. Compensation is commensurate with experience level.

SALARY USD \$88,000 - USD \$92,000 / year (Based on experience)

This is a one year renewable position contingent on funding.

To apply: please submit a resume, cover letter, and contact information for two professional references by email to admin2@fibershed.org. Include the subject line "Director of Programs".

Applications will be reviewed on a rolling basis until the position is filled.

APPLICATION DEADLINE March 27, 2023