



Job Description – Policy and Research Director

Summary: As a member of MFT’s leadership team, the Policy and Research Director provides management and oversight of MFT’s federal, state, and municipal policy work; oversees the design, creation and dissemination of MFT research projects; works with MFT’s Vice President & Deputy Director and other MFT staff to design and implement MFT’s evaluation systems and metrics; and through these efforts, helps to inform other MFT programmatic and strategic areas. This position can be based out of MFT’s Portland office, Belfast office, or be remote; but the candidate must be based in and remain in Maine.

Reports to: Vice President & Deputy Director

Duties:

- **State and Federal Policy Development:** Lead MFT’s strategic involvement in state and federal policy work to build power and influence for MFT’s mission and programming and Maine farms. Management of this work includes engaging and collaborating with key MFT staff on different policy proposals; working with legislators and administration officials to develop legislative proposals and language; delivering testimony and drafting public comments on legislation, proposed rules, and other policy proposals; conducting outreach to and engaging with public officials about legislation and policy measures; participating in state and federal coalitions to advance policy priorities; serving as the point of contact for policy-related inquiries; developing and maintaining data and tools to proactively inform policy development and decision-making; and other policy-related activities as determined by the Vice President & Deputy Director and President & CEO.
- **Research:** Manage the design, creation, and dissemination of research projects, reports, and articles that educate public officials and the public about issues affecting agriculture and farmland conservation in Maine. Work with MFT’s Vice President & Deputy Director to build out MFT’s research capacity and function. Supervise other research-related activities as determined by the Vice President & Deputy Director and President & CEO.
- **Evaluation Development:** Support MFT’s Vice President & Deputy Director, Research and Evaluation Associate, and other Program Directors to build out MFT’s programmatic systems, evaluation metrics and program data governance.
- **Municipal Policy:** Support the Municipal Policy Associate in providing information and technical assistance to municipal officials and communities across the state that want to enact municipal policies or engage in planning processes to better support farming and farmland protection efforts within their communities.
- **Engagement:** Work with Engagement staff to develop timely communications, action alerts, and blog posts around pertinent policy developments; present at academic and professional conferences and events to represent MFT’s policy positions, research projects, and broader work; support the Municipal Policy Associate and Engagement staff in planning outreach

events related to municipal policy topics; and work with the Vice President & Deputy Director and Engagement staff on grant proposals and communications with members and supporters.

- **Supervision:** Supervise MFT's Research and Evaluation Associate, Municipal Policy Associate, and the work of interns and/or post-graduate fellows as needed.
- **Miscellaneous Support:** Undertake additional tasks as requested by the Vice President & Deputy Director.

Desired Qualifications:

- Minimum 5 years of related professional experience within a relevant organization or business
- Exceptional communication skills; ability to speak and write about the organization's policy and research work in an articulate, professional, and compelling manner to various audiences
- Highly motivated, organized, and detail oriented, with proven experience managing complex projects
- Partnership development skills and/or experience with coalition building
- Commitment to contributing to and promoting a positive work environment
- Commitment to fostering the future of farming in Maine
- Demonstrated commitment to and experience in advancing diversity and inclusion
- Willingness to travel as needed and to work occasionally on evenings and weekends
- Any of the following are highly desirable:
 - Experience working with a diverse group of agricultural stakeholders
 - Experience with program development and management
 - Experience with budgeting and financial management
 - Experience with fundraising and/or grant writing
 - Experience with municipal and community policy and planning development
 - Knowledge of farming
 - Connections and contacts within Maine's farming community and/or conservation community

MFT is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, gender identity, gender expression, sexual orientation, age, size, national origin, disability, or any other protected characteristic as established by law. Additionally, MFT strives to foster an inclusive workplace. People from diverse backgrounds, including those traditionally underrepresented in agricultural leadership, are encouraged to apply.

Salary Range: \$70,000 - \$80,000