

ORGANIZATION: Grace Farms Foundation
POSITION: Strategic Program Manager
REPORTS TO: Sharon Prince, CEO & Founder
LOCATION: New Canaan, CT
INFORMATION: [Website](#); [Annual Report](#)
TO APPLY: Please send resume and cover letter to GraceFarmsSPM@pbrsearch.com.

BACKGROUND

Grace Farms Foundation's interdisciplinary humanitarian mission is to pursue peace through five initiatives — nature, arts, justice, community, and faith — and Grace Farms, a SANAA-designed site for convening people across sectors. Its stake in the ground is to end modern slavery and gender-based violence, and create more grace and peace in our local and global communities. As part of this work, Grace Farms recently launched Design for Freedom, a new movement to eradicate forced labor in the building materials supply chain.

The Foundation carries out its work through the publicly available facilities and integrated programs of Grace Farms, an 80-acre property owned and operated by the Foundation. Grace Farms was established as an essential platform for the Foundation, serving as a welcoming place where individuals, not-for-profit organizations, and government entities come together to collaborate for the common good.

With an entrepreneurial lens and leadership from best-in-class experts, Grace Farms Foundation's approach allows for people from different fields and perspectives to influence each other's conversations and work in a reflective yet dynamic manner, often driving new outcomes and breakthroughs that move the needle on some of today's most pressing humanitarian issues.

Grace Farms Foundation operates on a \$12M budget, supporting the daily operations of Grace Farms and the Foundation's local and global initiatives, including [Design for Freedom](#) and [Grace Farms Foods](#).

The Foundation's vision is led by [Sharon Prince](#) and currently operates with a staff of 65 people, but will grow to approximately 90 in the coming months.

POSITION OVERVIEW

Grace Farms Foundation has experienced extraordinary success and growth since its founding. Programming, events, staff, and infrastructure have all evolved and expanded dramatically in recent years. Looking ahead, the organization expects that growth will continue through both planned and unexpected opportunities at local, national, and international levels. As a result, the organization seeks a highly organized, effective, collaborative, emotionally intelligent leader to serve as its strategic program manager (SPM).

At the highest level, the SPM will take ownership of the Foundation's program cycle across the organization's five initiatives (Justice, Community, Faith, Nature, Art) and other institutional initiatives/movements such as Design for Freedom. The ideal candidate will be smart, flexible, skilled at identifying opportunities for synergy, and able to effectively manage multiple workstreams and projects. They will be tasked with constantly assessing past and current programming to identify opportunities of growth and evolution. That might be in the form of greater collaboration, or new systems to better assess impact or program evaluation. The ideal candidate will be comfortable navigating many internal, matrixed relationships as well as serving as the face of Grace Farms on panels. The strategic program manager will deeply understand and always see new opportunities that reflect the connective tissue of each initiative and advance the Work of Grace Farms Foundation overall.

RESPONSIBILITIES

- Be the connective tissue between the initiatives themselves, and between the initiatives and staff in marketing, operations, and finance.
- Serve as a key resource, thought partner, and creative driver to the CEO, organizational leadership, and initiative directors; identify opportunities and potentially different ways of working to increase programmatic impact.
- Provide thought partnership and planning, development, and execution support to the five initiative directors, ensuring that all programs achieve maximum impact, are marketed effectively to appropriate audiences, and are executed at the high level of excellence for which Grace Farms is known.
- Work with initiative directors to identify opportunities for new programming that engage a wide range of stakeholders, program participants, and thought leaders across fields, disciplines, and areas of concern.
- Identify points of connection between and among initiative areas and their program offerings, and establish ways for initiative directors to collaborate with one another so that programs amplify and leverage one another and evolve in cross-disciplinary ways as appropriate.
- Support each initiative director individually by recognizing and strengthening their unique talents.
- Serve as a key conduit from the initiative areas to the CEO, providing a high-level overview of the annual program calendar, making suggestions for additions, deletions, and combinations as internal and external conditions require and with an eye toward being planful and nimble simultaneously.
- Serve as a facilitator between initiative directors and the legal, operations, facilities, food, marketing, and events teams as events are created, run, and evaluated. Ensure that all administrative aspects of the programs (budgets, contracts, marketing materials, invitations, surveys, follow-ups) are delivered on time and at the highest level of quality.
- Establish a process of assessing both the program development and deployment processes as well as the programs themselves. Create program evaluation metrics and methods for communicating a program's success, including financial measures, attendance, impact, and other key metrics.
- Partner with the chief financial officer to ensure budgets are appropriate and maximize organizational resources.

QUALIFICATIONS

- At least eight years of program and project management experience, ideally in a rapidly evolving institution that operates in a public space
- Demonstrated success with creating, executing, and assessing a variety of public-facing programs
- Voracious intellectual curiosity; an eagerness to learn about new areas, coupled with an orientation of constant improvement
- Excellent analytical skills and the ability to develop appropriate success metrics across all departments; a high level of comfort with complexity and nuance
- Ability to operate as an effective tactical partner as well as a creative strategic thinker
- Sophisticated personal presence, superior interpersonal skills, and a high level of emotional intelligence, with a proven ability to successfully engage with a variety of stakeholders
- Strong written and verbal communication skills and an inclusive, transparent communication style that fosters cooperation, trust, and teamwork
- A proven track record of leading with diplomacy, integrity, and sound judgment, as well as a sense of humor and humility
- Experience effectively developing, managing, and leading a goal-oriented staff, empowering a culture of collaboration and high performance

- A positive attitude and self-directed and entrepreneurial work style
- Bachelor's degree required; advanced degree or equivalent record of continuing professional development preferred

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