



Job Classification Description

**Director, Institute for Applied Agriculture & Food Systems
Non-Bargaining Unit**

**Grade 18
Exempt**

BASIC FUNCTION

To serve as the founding director of the Institute for Applied Agriculture and Food Systems (The Institute) and develop and implement a sound programmatic and financial plan to insure a high level of performance in support of the goals, mission and operations of The Institute and Vermont Technical College. The Institute Director is a senior manager of the College reporting to the President.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Responsible for the development of a strategic, programmatic and financial plan that insures the financial viability of The Institute and contributes to the overall financial health of Vermont Technical College.
- Responsible for the development and management of grants, gifts and product revenue received to support The Institute in cooperation with appropriate college offices including but not limited to Grants Management Office, Development Office, Academic Affairs, Continuing Education and Workforce Development Office, and the Center for Sustainable Practices.
- Responsible for the management of collaborations with employer partners, higher education institution partners, state agency partners, other agriculture and food system related organizations and appropriate faculty and staff, who can contribute to the overall success of The Institute.
- Responsible for the hiring, supervision, and management of staff assigned to The Institute by the President.
- Responsible for the implementation, activities and outcomes associated with major projects funded by grants, contracts and gifts.
- Responsible for meeting the strategic and annual operating goals of The Institute.
- Oversee the purchase of equipment and supplies according to project and college budget guidelines.
- Oversee the day-to-day financial management and oversight of all Institute operations.
- Oversee the financial and narrative reporting requirements as specified in the grants, contracts, and gifts received and managed by The Institute.
- Oversee the management of the requirements and provide information to any external evaluators associated with grants, contracts, gifts and projects.

- In collaboration with the President, assist in the development and management of The Institute advisory board.
- In collaboration with the career services office and the institutional advancement office participate in the development of partnerships with industry employers.
- In collaboration with the career services office and other offices, ensure placement of Institute program graduates in either employment or degree programs.

SUPERVISION RECEIVED

The Institute Director reports to the President of the College.

SUPERVISION EXERCISED

Exercises supervision over employees assigned to the Institute by the President.

MINIMUM QUALIFICATIONS

- Masters' degree required doctorate preferred in an appropriate field.
- Prior experience in a college setting
- Previous project management experience
- Previous experience in farm, agri-business, or food systems preferred
- Demonstrated leadership ability
- Excellent written and oral communications skills
- Supervisory experience
- Ability to work collaboratively with a broad range of partners within the College, industry, state government, and the agriculture and food systems sectors.
- Strong budget management skills
- Excellent planning, administrative, organizational, supervisory and budget management skills.
- Expectation for moderate statewide, regional, and national travel for which valid Vermont driver's license is required.
- Sense of humor

This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.