



American Farmland Trust (Sacramento) - Planning and Research Coordinator

American Farmland Trust is the only national organization that takes a holistic approach to agriculture, focusing on the land itself, the agricultural practices used on that land, and the farmers and ranchers who do the work. Since our founding in 1980, AFT has helped permanently protect over 6.5 million acres of agricultural lands, advanced environmentally-sound farming practices on millions of additional acres, and helped thousands of farm families make a go of it (primarily through programs that increase farm viability and/or enhance farmland access). Long a pioneering leader, AFT is now riding a new wave of growth, driven by agriculture's most pressing needs and opportunities. For more information go to: www.farmland.org with our California programs highlighted at: <https://www.farmland.org/our-work/where-we-work/california>

The California Research and Planning Coordinator (Coordinator) reports directly to the AFT California Policy Manager and will work in AFT's Sacramento, California office. Frequent travel in the San Joaquin Valley, and the greater Bay Area will be required in order to advance AFT's mission of protecting farmland, promoting sound farming practices, and keeping farmers on the land. The Coordinator will collaborate closely with other AFT staff in California and nationally as appropriate and is broadly responsible for advancing the mission of the organization through policy research and advocacy, public communications, project management, and fundraising.

Duties & Responsibilities

- Collecting, reviewing and analyzing, state and local laws, regulations, policies, and plans.
- Tracking relevant state legislative activity.
- Writing white papers, policy briefs, professional reports, and contributing content for communications platforms (i.e. blogs, Twitter, Facebook).
- Developing a range of resources including fact sheets and technical memos.
- Manages multiple projects that result in achieving desired objectives, excellent quality of work including managing balanced budgets and contractual requirements.
- Cultivates and maintains strong relationships with local and state officials, leaders of agricultural and conservation organizations, food and community organizations and others.
- Responsible for coordinating data and information needs for major research projects and ongoing policy priorities.
- Works with AFT communications staff and others to create high-quality and compelling written products.
- Coordinates the participation of other AFT staff, consultants and outside partners in the effective and efficient achievement of program and project objectives.
- Contributing to special projects on an as-needed basis.
- Represents the organization before public agencies, policy makers, community



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stakeholders in public meetings, media, conferences and other events.

- Provides tailored planning technical assistance to policy makers, local agencies, advocates, and other organizations.
- Works with AFT staff, consultants, and the Development Division to respond to proposals and successfully secure funds for AFT led initiatives and projects.
- Works with the California Policy Manager Director and other staff to develop annual program and budget goals.
- Annual evaluations will be based on achievement of specific performance benchmarks.
- Complete other duties as assigned.

Requirements

- Must be entrepreneurial and a capable problem solver. Must be a highly motivated self-starter who can work independently and with a team and who has strong interpersonal skills. Excellent written and verbal communications skills and creativity are essential.
- A BA or BS degree and minimum of five years of related work experience in agriculture, farmland protection, land conservation, land use planning or environmental policy. An advanced degree in one or more of the disciplines noted may substitute for work experience.
- Advanced knowledge of California land use, climate, and water policy, agriculture and food system planning.
- Experience working with one or more of the following constituencies: local planning departments, local government staff, elected officials, advocacy groups, and community-based organizations.
- Experience developing and executing projects and programs from start to finish including program and partnership development, budget development, fundraising, implementation, and evaluation.
- Experienced in research, analysis, technical assistance on policy.
- At least two years' experience supervising consultants.
- Ability to think critically and strategically.
- Well-organized and disciplined.
- Sound judgment, discretion and ability to maintain confidentiality.
- Familiarity with online meeting and training platforms, video conferencing, desktop sharing.
- Proficiency in Microsoft Office Suite including Word, Excel, and PowerPoint.
- Working familiarity with mapping programs and GIS analysis.
- Access to a car and flexible schedule is also required.

If you are eager to join our team, [please visit this page to apply](#).

Please submit a cover letter with resume for consideration.



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American Farmland Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, American Farmland Trust complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.