

New York Wine & Grape Foundation
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Penn Yan, NY 14527
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www.newyorkwines.org



JOB DESCRIPTION: Sustainability Program Manager (Full Time)

NEW YORK WINE & GRAPE FOUNDATION

The mission of the New York Wine & Grape Foundation (NYWGF) is to promote the world-class image of New York grapes and wines from our diverse regions to responsibly benefit farmers, producers and consumers through innovative marketing, research, communication, and advocacy.

SUMMARY OF THE POSITION:

The Sustainability Program Manager will work closely with the Executive Director and the Director of Programs and Marketing to coordinate sustainability education, manage the grower certification process, advisory committee schedule, and partner with external experts to regularly update the program's certification standards.

Reporting to the Director of Programs and Marketing, the Sustainability Program Manager will work with the staff team to ensure that NYWGF sustainability efforts are appropriately integrated into the overall domestic and international marketing plans.

RESPONSIBILITIES:

1. Oversee and facilitate the formation and ongoing work of grower advisory and technical review committees to inform certification standards, as well as engage external experts to advise specific objectives, including IPM, wildlife ecology, energy efficiency, labor practices, etc.
2. Oversee and assist in the development of educational programming around sustainability practices and topics important to meeting certification standards.
3. Work with NYWGF staff to create educational content, marketing materials, and activities to raise awareness and interest in the program.
4. Communicate to the industry the benefits of the program.
5. Oversee and direct the personnel to execute such activities and identify and negotiate with vendors and suppliers as needed.
6. Assume overall responsibility for the operation of the certification program, including the development of application and intake materials, maintaining records, setting standards for and identifying potential auditors and other consultants as needed.
7. Provide general support to program participants throughout the certification process, directing them to resources and collaborating with external experts as needed.
8. Assume responsibility for budget planning and oversight for the certification program and assist the Executive Director in identifying and securing grant funding and private sector support, including writing funding proposals and managing grant and contract compliance.

QUALIFICATIONS:

- Associate's or bachelor's degree, preferably in viticulture or environmental science, or equivalent practical experience and at least 1 year of vineyard field-experience. Experience in the fields of sustainability, environmental policy, nonprofit management, or another related field.
- Preferred experience with group facilitation, project management, program management, financial management and fundraising
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Knowledge of the New York State wine and grape industry
- Excellent writing/editing and verbal communication skills
- Proficiency in Microsoft Office Suite

SALARY/BENEFITS:

- Salary is commensurate with experience; range \$55,000 to \$65,000 annually
- Position is remote with occasional in person meetings at the main office in Penn Yan, NY (Candidate must reside within New York State.)
- Benefits include a PTO/Sick time and Holidays, flexible work schedule, employer funded group life insurance, employer sponsored health & dental insurance, healthcare FSA and Simple IRA retirement plan.

TO APPLY FOR THIS POSITION:

Interested persons must email a cover letter, resume, and at least two references to the attention of Dana Alexander no later than June 15, 2022 to danaalexander@nywgf.org. Subject line must read: SUSTAINABILITY PROGRAM MANAGER OPPORTUNITY.

NYWGF is an Equal Opportunity Employer. An important objective of the Sustainability Program is to foster a socially equitable and economically viable industry. To do so means that people with varying backgrounds and experiences must be centered in the work we do. Hence, we strongly encourage applications from people with diverse identities or who are members of other marginalized communities — including people of color, people from working class backgrounds, women, and LGBTQ people.