



Position: “Bionutrient Institute Project Manager”

The Bionutrient Food Association (BFA) is a 501(c)3 nonprofit organization with the mission of increasing quality in the food supply. The BFA is a central leader in a growing movement that is connecting agriculture, food and human health. The organization’s main activities are to: convene and lead a large-scale, global and participatory research process (with growers, citizen scientists and other food and agriculture stakeholders) to better understand the nutritional qualities of food; develop new tools and software to better understand food quality; raise public consciousness about food quality; and provide educational opportunities about food quality and how it’s connected to agriculture practices and human health.

The BFA is roughly ten years old and at a dynamic moment of incredible growth and expansion. The primary purpose of this role is to provide integrated project management and coordination for the Bionutrient Institute’s activities.

Responsibilities

- In support of the Executive Director, develop and manage an overall project plan and timeline for all aspects of the Bionutrient Institute.
 - Ensure Bionutrient Institute staff and contractors understand priorities, responsibilities, dependencies and timelines.
 - Ensure projects are unfolding in a timely manner and adjust responsibilities and timelines as necessary.
 - Facilitate Bionutrient Institute meetings. Adjust meeting participation and cadences, potentially combining or canceling some regular meetings, so as to maximize efficiency.
- Specific projects include, but are not limited to:
 - Coordinate the team to create and submit peer-reviewed research papers to appropriate publications.
 - Coordinate the beef, dairy and grains research projects.
 - Assist in creating and supporting the Bionutrient Institute Advisory Council.
 - Manage lab equipment purchasing.
 - Coordinating Bionutrient meter updates.
 - Coordinating the completion of the digital coffeeshop, ensuring high quality user experience.
- Support the exploration and possible development of a BFA teaching/research farm.
- Other projects and tasks, as assigned.



Key Characteristics, Skills and Experience

Ideal candidates will be able to demonstrate:

- Significant track record of successful project management, preferably with some experience doing so virtually and on scientific or technology-related projects.
- Outstanding organizational and time management skills. Responsibility, reliability and excellent follow-through.
- A proactive approach to problem-solving, peer-to-peer leadership and “up-management”. Ability to empower and position team members for success.
- Excellent verbal and written communication skills, including strong meeting facilitation skills.
- Ability to break complex projects into specific goals, tasks, milestones, deliverables, etc. Ability to help groups prioritize, stay on track and adjust as necessary.
- Discretion and confidentiality.
- Patience for and ability to navigate a dynamic and rapidly evolving organization.
- Comfort with Google Suite—Gmail, Google Drive, Docs, Calendar, etc.and track record of using project management software such as Asana.
- Commitment to BFA mission and values.

Job Data

Team: Works in close partnership with other BFA staff, contractors and partners

Direct Supervisor: Dan Kittredge, Executive Director

Classification: exempt/salaried

Salary: \$72,500

Schedule: Full-time (40 hours a week); Flexible but clear and accountable schedule, with most availability to be during typical business hours in Eastern time zone.

Location: Remote position with occasional travel as necessary (primarily to Massachusetts) keeping in mind climate impacts of air travel.

To apply

Please send a cover letter and resume to mandy@bionutrient.org, with BI Project Manager in the subject line. In your cover letter, please describe your interest in the position and in the organization, along with experience that makes you a strong candidate for the job.

We will accept applications through Friday, August 6 and hope to begin interviewing candidates shortly after.