

Deputy Director, SDFR Policy Center
Alcorn State University

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Posted Aug. 28, 2024, set to expire May 10, 2025

Job Title	Deputy Director, SDFR Policy Center
Department	SDFR Policy Center
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Aug. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Agricultural - General
Job Website	https://jobopps.alcorn.edu/postings/7295
Apply By Email	
Job Description	

Job Summary

The incumbent plays a key role in supporting the Director in providing strategic leadership, effective management, staff motivation, and accountability for the Socially Disadvantaged Farmers and Ranchers (SDFR) Policy Research Center. He/she partners closely with the Director to ensure the Policy Center successfully fulfills its important mission of reviewing and analyzing legislation and policies that impact socially disadvantaged farmers and ranchers

Knowledge Skills and Abilities

- Knowledge of the principles and methods of program planning, design, and development; delivery systems, program evaluation and accountability.

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- Knowledge and experience working with Community Based Organizations (CBOs) and USDA agencies.
- Knowledge and experience working with SDFR and rural socially disadvantaged communities.
- Knowledge and experience working with the land grant system, both 1862s and 1890s.
- Knowledge of agricultural policy.
- Strong management skills, including experience in teambuilding; and proven ability to work cooperatively with local, state, regional and national stakeholders, including representatives of USDA agencies and related organizations.
- Strong communication skills, verbal, written, and interpersonal
- Ability to analyze information, summarize findings and present them in ways easily understandable to decision makers.
- Ability to identify and build on the strengths of the organization.

Essential Job Functions

- Works closely with the Director to motivate, empower and provide guidance to staff, fostering a positive team environment and supporting professional development to optimize individual and organizational performance.
- Assists in developing and implementing effective management systems and processes to facilitate achievement of the center's strategic goals, objectives, and mission.
- Plans, coordinates, and documents the center's meetings, programs, events, and service offerings; analyze and report on outcomes.
- Builds and maintains collaborative partnerships with colleagues at local, regional, and national institutions, government agencies, stakeholder groups and other relevant entities to expand the center's impact and effectiveness.
- Monitors the efficiency and effectiveness of center operations, workflows, and resource use; recommends and implements improvements to optimize performance and outcomes.
- Assists with developing grant proposals, managing grant-funded projects, creating, and tracking budgets, and completing required reporting,
- Helps oversee the collection, analysis, interpretation and dissemination of research findings and policy recommendations related to socially disadvantaged farmers and ranchers.
- Stays abreast of relevant legislative and policy developments at the state and federal levels; synthesize implications and opportunities for the center's work.
- Assists in developing the center's strategic plan, annual work plans, and organizational policies in collaboration with the Director.
- Represents the center and the Director at meetings, events and other forums as needed; deliver presentations on the center's research and policy work.

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- Oversees special projects and initiatives as assigned by the Director to advance the center's mission and expand its impact.

Qualifications

- Master's degree from an accredited university in Agriculture, Public Policy, or related field of study. Candidates who hold a **bachelor's degree in agriculture with** extensive administrative/supervisory experience in Agriculture and/or extension may also be considered.
- Five (5) years of administrative experience is preferred.
- Experience in grant writing/management and budget administration required.
- Experience in agriculture, extension/outreach, research, farm management and/or agribusiness development preferred.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact