



Northern Ontario Farm Innovation Alliance

Project Development Advisor Job Description

Overview:

The Northern Ontario Farm Innovation Alliance is a non-profit organization working to advance agriculture across Northern Ontario through applied agricultural research and innovation. NOFIA was established in 2014 and works with industry stakeholders, academia, and all levels of government to accomplish its goals.

The Project Development Advisor implements NOFIA projects as directed by the Executive Director, and works within the values, goals, and objectives of the organization.

Operations:

- Manages the effective and efficient operation of NOFIA projects.
- Ensures effective engagement with industry, government, funders and partners to ensure collaborative projects are successful.
- Develops and executes research projects from application stage to final reporting according to guidelines and parameters, as approved by the Executive Director.
- Provides support to the Executive Director as required.

Financial Management:

- Explores opportunities for project-specific financial support, including those that will positively impact NOFIA's finances.
- Manages financials within projects according to funding agency specifications and as approved by the Executive Director.

Communications:

- Develops content for both NOFIA and external partner communications, to be approved by Executive Director prior to release.
- Drafts research results documents according to funding agency specifications for frequency and scope.
- Fields inquiries into NOFIA programming and directs members of the public to external contacts as necessary for information.

Human Resources Management:

- Supervises support staff as necessary.

The Project Development Advisor reports to the Executive Director. A class G driving license is required. The candidate will be required to travel occasionally and be flexible to work some evenings and weekends.

Position Type: full-time

Starting date: negotiable

Salary: negotiable based on experience & education

Applications can be submitted to:

Emily Seed, *Executive Director*

emily.nofia@gmail.com

705-647-4782

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