



MAINE FARMLAND TRUST

Job Description – Municipal Policy Associate

Summary: The Municipal Policy Associate manages Maine Farmland Trust (MFT)'s efforts to provide information and technical assistance to municipal officials and communities across the state that want to enact municipal policies or engage in planning processes to better support farming and farmland protection efforts within their communities.

This position can be based out of Maine Farmland Trust's Portland office, Belfast office, or be remote; but the candidate must be based in and remain in Maine.

Reports to: Policy and Research Director

Responsibilities:

Municipal Policy Development:

- Assist MFT's Policy and Research Department in completing a comprehensive update to MFT's municipal policy guide, *Cultivating Maine's Agricultural Future*. Relevant tasks include conducting research on select farm-friendly municipal policies and planning strategies and updating the policy tool descriptions and town case studies that are contained in the original guide.
- Develop an outreach plan with MFT's Policy and Research and Engagement Departments to ensure that the updated guide reaches municipal staff and officials in towns across the state, both through targeted mailings and electronic dissemination.
- Organize in collaboration with other stakeholders and participate in 10 municipal policy forums (both in-person and virtual during 2022 and 2023) in different parts of the state to explore some of the important farm-friendly municipal policy and planning topics that are included in the updated guide, including select early release topics. Work with MFT's Engagement staff to promote these events.
- Drawing upon MFT's revised municipal policy guide and other relevant resources, develop PowerPoint presentations and accompanying factsheets that outline policies and planning processes that municipalities can undertake to better support farming and farmland protection efforts within their communities.
- Develop a list of 5-8 target municipalities that have been identified as being interested in or in need of technical assistance to develop and implement farm-friendly municipal policies and planning processes.
- Work with MFT's Policy and Research Director and Engagement staff to develop and execute a policy and outreach strategy for each target community that outlines the best approaches for developing farm-friendly municipal policies, including presentations to different municipal governmental bodies, participation in municipal meetings, the provision of related materials and technical assistance, and other policy and outreach activities.

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- Serve as the primary point of contact for municipal policy and planning-related requests and inquiries, both from internal and external stakeholders, and coordinate with other MFT staff as appropriate to respond.
- Maintain a full set of records of all communications and meetings with municipal officials and other relevant community members, and provide MFT's Policy and Research Director and other relevant MFT staff with updates on the development of municipal policies and planning processes that have been spurred, supported, or complemented by the work of the Municipal Policy Associate.

Equity and Inclusion: Participate in education/trainings offered to staff with respect to the Equity and Inclusion Impact Area of MFT's Strategic Plan.

External Relations: Be an ambassador for MFT, and reach out consistently to help build MFT's reputation and membership base.

Desired Qualifications:

- Commitment to supporting farms and farmland protection in Maine.
- Exceptional analytical, creativity, organizational and recordkeeping skills.
- Minimum 3-5 years of related professional or voluntary experience within a relevant organization, business, or municipal government council, board, committee or commission.
- Strong self-motivation and proven experience managing complex projects.
- Exceptional communication skills; ability to speak and write about farm-friendly municipal policies and planning processes and other MFT work in an articulate, professional, and compelling manner to various audiences.
- Willingness to travel as needed and to work occasionally on evenings and weekends.
- Any of the following are highly desirable:
 - Experience with municipal policy development and community planning, including comprehensive and land use planning.
 - Experience with public process design and management.
 - Experience with public relations and media.
 - Knowledge of farming.
 - Connections and contacts with Maine municipal officials and Maine's farming community and/or conservation community.

MFT is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, gender identity, gender expression, sexual orientation, age, size, national origin, disability, or any other protected characteristic as established by law. Additionally, MFT strives to foster an inclusive workplace. People from diverse backgrounds, including those traditionally underrepresented in agricultural leadership, are encouraged to apply.

Employment Term: This position is funded by a two-year grant.

Salary Range: \$40,000 to 45,000

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