



JOB DESCRIPTION

Position Title: Innovation Project Manager

Department: Future Food Americas

Location: Portland, OR and remote (U.S.-based)

Time-commitment: Part-time (~20-30 hrs) with options to scale to Full-time

Position Hiring Manager: Future Food Americas Managing Director

Reports to: Managing Director

Start Date: Spring or Summer, 2022

Employment Type: Contractor

Contract Length: 3 months (minimum)

ABOUT THE COMPANY

The Future Food Institute exists to make exponential positive change, to sustainably improve life on earth, through education and innovation in global food systems. By training the next generation of change-makers, empowering communities, and engaging government and industry in actionable innovation, Future Food catalyzes progress towards achieving the Sustainable Development Goals (SDGs). We are a highly networked global ecosystem of individuals, nonprofits, governmental and for-profit partners focused on creating a sustainable food future.

About our Innovation project work

Our Innovation Team excels at human and planet-centered design, identifying and clustering signals of future market trends, collaborative innovation that meets the needs of our purpose-driven clients, and co-designing tangible strategies for accelerating action toward a sustainable world.

1. JOB PURPOSE:

The main purpose for this position is to organize complex design project work, identify and help the team resolve issues, be in frequent communication with the strategic supervisor and Design Lead, and ensure high quality results that meet or exceed client expectations.

On a project basis, this position is currently under the supervision of Future Food Americas (FFAM)'s Managing Director with process and methodology direction from Future Food's Head of Design.

An ideal candidate will be:

- Thoughtful and flexible with great interpersonal skills



- Organized, methodical, and are aware of timelines and deadlines
- An effective communicator and a great listener
- Have experience working with designers
- Ideally have both experience and passion for food and sustainable food systems

In addition to your project management role, there can be opportunities to take part in the project in a deeper way. If you have skills in (or working with team members in) design thinking, research, benchmarking, interviewing and insight gathering, then you are probably a great fit for this role!

2. MAIN RESPONSIBILITIES:

- Set up and manage large project goals and milestones using Asana and Google Suite
- Communication with client and stakeholders, answering emails, drafting emails, scheduling meetings, attending meetings
- Communication with the project team via Slack, email, and Zoom meetings
- Quality assurance of all project deliverables and client presentations
- Adapting project documents and timelines as project needs change
- Sharing your insights and skills with the team to ensure project success

3. KEY CHALLENGES:

- Develop a clear understanding of the client needs and translate the project process and methodology defined by the Head of Design (or Design Lead) into a clear and easy to implement project plan for the team.
- Run and manage multiple projects/events at the same time (currently this position will manage 2 concurrent projects for 1 client, with room to take on more as time permits).
- Work with a highly distributed and flexible team, understanding the mechanisms and operating within a complex matrixed ecosystem.

4. KNOWLEDGE, SKILLS AND EXPERIENCE:

Work Experience: 3+ years

Requirements:

- Experience setting up projects in Asana and managing folders and files in Google Suite.



- Experience with managing and /or facilitating complex innovation projects using open innovation methodologies and design thinking.
- Familiarity with Notion and Slack
- Comfortable with Zoom for meetings
- Previous experience as a PM
- Fluency in English
- A reliable and stable internet connection for remote work and an ability to host voice/video calls with the team and clients during business hours.
- Empathy and curiosity for how great brands, businesses, and organizations navigate innovation.

Competencies:

- Ability to work flexibly and efficiently, exercising a balance between research, rigor, and inspiration.
- A high comfort level working remotely and within a distributed team (matrix organization).
- Openness to feedback and critique from other disciplines and curiosity to learn from a spectrum of perspectives.
- Clear and open team communication - part of project management is keeping your team informed and set up for success. This includes excellent listening skills.
- Stakeholder management - you bring professionalism and personal authenticity to coordinating the many stakeholders within a project, both internally and externally (from clients to focus group participants to experts interviewed and consulted for the project).
- Detailed and adaptable organization - make your work understandable and be comfortable adapting your organizational abilities to the needs of the creative design project and team.

5. COMPENSATION: DOE (Depending on Experience)

Your salary will be discussed in more detail during the interview process; however, compensations are adjusted to cost of living adjustments that match inflation rates of the country, according to FFI policy.

As FFI we are dedicated to creating an inclusive space for all our employees and extending this culture of inclusion into our work, since diversity, inclusion and equity are integral to our mission. We believe that our workforce should reflect the vast diversity of the communities we serve, and that diverse voices should be elevated and intentionally integrated into our



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work. We embrace difference and diversity of identity, experience, and thought, and actively strive for inclusive behaviors across our company and our work.

FFI positively evaluates an evolutionary improvement of environmental performance status and an integration of the economic and social aims in the way its employees operate.

If interested, please [complete this initial intake form](#) and we will contact you. For further questions or information,

REACH OUT:

abby.fammartino@futurefoodinstitute.org

americas@futurefoodinstitute.org