JOB DESCRIPTION

Director, Southern Foodways Alliance

**Definition of Class**
This is a supervisory position in which the incumbent directs, manages, and markets the Southern Foodways Alliance (SFA), an institute affiliated with the Center for the Study of Southern Culture. The incumbent determines the direction of the institute and raises all funds for the operating budget. Incumbent frequently makes decisions by exercising discretion and independent judgment.

**Examples of Work Performed**
Develops short and long-term plans for the Southern Foodways Alliance. Develops vision, mission, and direction of the institute.

Devises and executes corporate relations strategies.

Networks within the Southern food community to secure members. Creates recruitment tools.

Researches potential donors. Creates fund raising proposals, plans, and other documents. Solicits annual contributions and project specific donations.

Composes periodic correspondence to members, such as a newsletter. Writes and edits books for the alliance.

Creates vision, determines topics of discussion, and selects speakers for annual symposium as well as a number of ancillary events for the Southern Foodways Alliance.

Determines annual themes of foodways materials, oral histories, documentaries, etc. Builds an actual and a virtual library of resources and creates and manages an oral history program. Locates sponsors to fund such programs.

Determines annual budget. Raises all operating funds for the institute by way of corporate, grant, and individual support. Projects changes to budget over two to five year span and modifies budget as necessary.

Devises outreach strategies for institute.

Acts as the creative agent for all institute functions.

Represents and speaks on behalf of the Southern Foodways Alliance at various conferences, lectures, and other events.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Determines goals and objectives for the institute.
2. Develops operations budget, in addition to, raising all funds for operating budget.
3. Determines annual themes of foodways materials, symposiums, oral histories, documentaries, etc.
4. Write and edits books and newsletters and creates media campaigns.
5. Supervises Southern Foodways Alliance staff.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit.

**Experience/Educational Requirements:**

**Education:**
Master's Degree in Southern Studies or a related field from an accredited four-year college or university.

AND

**Experience:**
Two (2) years of experience related to the above described duties.

**Substitution Statement:**
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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