



COMMUNITY GROUNDWORKS POSITION DESCRIPTION

Title: Farm Director
Reports To: Executive Director

General Statement of Duties and Responsibilities

The Farm Director develops and oversees all aspects of Troy Farm, a program of Community Groundworks, with the support of the Production Manager and the Education Manager. These include a CSA program, wholesale businesses (crops, herbs, and sprouts), and the Beginning Farmer Training Program. The primary responsibilities of the Farm Director are to support and lead the farm in vision, funding, infrastructure, business development, and organizational/community relations.

Specific Duties and Responsibilities

Program Management

- In conjunction with other Directors, develop and manage the overall farm budget, including tracking expenses and income, in the context of the overall agency budget.
- Provide quarterly progress reports and an annual report to the Executive Director.
- Ensure that farm organic certification is maintained and updated each year.
- Ensure that WI food safety licensing requirements are met and maintained for all wholesale and food-related activities.
- Attend management team, staff, board, and other relevant meetings as necessary.
- Maintain favorable relations with community partners working with the farm.
- Think strategically and as a part of the organization's management team about program development and make decisions about where program resources are best allocated.
- Be available for teaching, public speaking, consulting, collaborating, and otherwise participating in food system planning, coordination, projects, and collaborative grants.

Production

- Oversee Troy Farm and all associated projects of the program.
- Work with the Farm Production Manager to further develop production with an eye toward community impact, efficiency, and increased net income.
- Further develop and implement a production plan for crops.
- Ensure that the purchase, maintenance, and replacement of farm's equipment, infrastructure and tools occurs in a timely fashion.

Education

- Participate in weekly field tours, teach classes, and assist with organization education.
- Work with the Farm Education Manager to further develop the Beginning Farmer Training Program, including classes and curriculum.
- Stay informed of current research, trends, and opportunities as it relates to Troy Farm business and educational development.

Business Development

- Develop infrastructure to effectively support the vision and production goals of the farm.
- Further develop and implement a farm marketing plan that includes CSA, wholesale, and other farm sales avenues.
- Work with the Farm Production Manager to oversee the farm product lines, set prices, track sales, and make necessary adjustments for increased net income.

- Oversee sales through future outlets, including expansion of existing programs and new farm-based social enterprises, value-added products, and expanded consulting services.
- Oversee advertising, brochures, newsletters, stories, handouts, presentations, and other materials, as well as coordinating distribution with Administrative staff.
- Research, write, submit reports and grants as well as cultivate new and existing donors that support the farm program, capital needs, projects, and associated educational programs.

Training and Supervision

- Recruit, train, retain and mentor farm staff.
- Directly supervise the Production Manager and Education Manager, and indirectly supervise all other staff, farm apprentices, and volunteers.

Required Knowledge, Skills and Abilities

- This position requires a minimum of 4 years experience managing all aspects of diversified organic vegetable production, including annual planning, greenhouse production, and equipment operation and maintenance, plus 3 years experience training, supervising, and evaluating employees, interns, and/or volunteers, or the equivalent.
- Experience developing farm infrastructure and innovative farm systems.
- Ability to oversee the management of organic vegetable certification and WI food safety licensing requirements.
- Successful fundraising experience, including writing and reporting on grants, as well as cultivating donor relationships.
- Experience developing and analyzing budgets, as well as overseeing monthly financials and business plan goals.
- Ability to handle multiple demands in a dynamic work environment.
- Ability to work independently while meeting pertinent deadlines and timelines.
- Ability to handle stressful situations in a calm, effective manner.
- Experience working with non-profit organizations desirable.
- Strong experience working with productive, proactive teams.
- Proficient use of smart phones, office software, email, and other technology.
- Ability to interact in a professional, courteous, and confidential manner with others and to function as an ambassador of the agency in a wide variety of venues and circumstances.
- Ability to communicate effectively both verbally and in writing, including the ability to listen and solve problems.
- Ability to provide support and leadership while working with groups of people on projects.
- Experience working with diverse groups of people in community settings, with cultural competence.
- Strong organizational and communication skills and a demonstrated ability to follow through on commitments, responsibilities, and tasks.
- Flexibility and willingness to grow in response to needs or changes in the field.
- Ability to be innovative and resourceful while planning and organizing a demanding workload.
- Ability to commit to and promote CGW's mission, goals and priorities.

Additional Information/Requirements

- Ability to lift and carry 50 pounds.
- The Farm Director must own or have access to reliable automobile transportation, and provide a copy of a valid Wisconsin driver's license. Employees are required to provide updated copy of their driver's license as they renew.
- Ability to drive a standard transmission vehicle, tractors, and other farm equipment.
- Evening/weekend work may be required.

Position Classification

This position is FLSA Exempt, .8 FTE (32 hours/wk)