



Farm Manager

JOB DETAILS & MORE INFO

Our Mission:

At Farm in the Dell, our mission is to “transform disabilities into abilities.” We do so by providing meaningful employment and life experiences to individuals with developmental disabilities in a community farm setting.

At the farm, each individual is celebrated, people with and without disabilities find purpose together, and we are all invited to enjoy God’s creation.

Objective:

Farm in the Dell of the Red River Valley (FID) is seeking a Farm Manager (FM) who is deeply passionate about leading the organization through farm and garden-related initiatives.

The FM will serve as a vital asset to the organization by overseeing and managing high-level and day-to-day operations of the garden spaces, garden team, and facilities.

Reports to: Executive Director (ED)

Supervises: Garden Supervisors (GS), Garden Engineers (GE)

FUNCTIONS & EXPECTATIONS:

Leadership and Communication

- Articulates and lives out the mission, vision, and core values of FID.
- Leads and engages staff and volunteers in carrying out FID’s operational strategies.
- Promotes a safe, positive, productive, and nurturing environment.
- Communicates effectively and positively with team members, GE agencies/caregiver teams, volunteers, and stakeholders.
- Chairs Garden Committee and other necessary committees as deemed appropriate, managing members, agendas, policies, and communication.
- Thinks creatively, always looking for ways to increase FID’s efficiency, impact, and growth.

Farm Operations

- Oversees operational effectiveness and maintenance of all spaces, facilities, and equipment.

- Plans and implements garden layout and strategies, leading the team through timely planting/harvest seasons, pest and weed, supply management, etc.
- Oversees the distribution of all produce and flowers, while researching and implementing best practices to effectively manage on-site and off-site markets, u-pick events, and other avenues of distribution.
- Carries out Community Supported Agriculture (CSA) program, while planning the process and growing/harvesting the produce. Works closely with the administrative team to market the program and communicate with shareholders.
- Works closely with the Leadership Team to develop relationships with local schools, restaurants, and markets to secure pipelines for ongoing produce distribution.
- Works closely with Leadership Team to plan and execute garden-related initiatives, like volunteer shifts and special events.
- Maintain a functional and transparent workflow for daily tasks, such as creating defined roles for team members, writing out upcoming projects, securing rainy day projects, etc.

Facility Management

- Responsible for the care and maintenance of the facilities and landscaping/grounds, performing and/or delegating maintenance, custodial and other miscellaneous duties in order to ensure that all spaces are safe, secure, sanitary, and presentable. Areas include, but are not limited to, the garden, barn, greenhouse, bathroom, etc.
- Ensures that safety remains the top priority, storing all items in a safe and orderly manner with proper training instructions and signage, such as chemicals and cleaning solutions, sharp objects/equipment, electric/gas-powered equipment, etc.
- Ensures necessary safety items are stocked, up-to-date, and labeled with necessary information/instructions, such as garden tools, safety gear (gloves, rain gear, goggles), fire extinguishers, first aid kit, etc.
- Works with the Leadership Team to plan and execute growth opportunities within farm spaces (ie. construction of bathroom facilities, planting tree rows, planning future garden acreage and facilities).

Financial Management

- Orders parts, supplies, and tools to complete all necessary jobs.
- Responsible for fiscal management of the garden/farm-related budget items.
- Maintains logs of spending/receipts and reports to Executive Director.

Human Resources

- Hires, onboards, trains, schedules, and oversees the Garden Supervisor Team, setting them up for success for the season and giving them a platform of knowledge and resources to kick the season off confidently and effectively. The Farm Manager will initiate ongoing communication throughout the season, such as daily check-ins, weekly meetings, etc.

- Works with the Leadership Team to hire, onboard, train, schedule, and oversee the Garden Engineers. The Farm Manager will act as the supervisor for the Garden Engineers, while receiving support from Leadership Team members.
- Works alongside the Leadership Team to engage with partnering agencies and Garden Engineer care teams to assure the highest level of engagement/understanding and positive/meaningful experiences by each team member.
- Works with the Leadership Team to create and implement growth plans and communication for members of the Garden Team, including supervisors and engineers.
- Leads the Garden Team through daily shifts, while engaging in team huddles/prayers, shift work, and communication.

Compliance and Best practices

- Maintains the highest quality of commercial food production, handling, and distribution practices along with compliance with applicable local, state and industry laws, standards, and regulations.
- Creates/updates and follows standard operating procedures and safety policies for all farm-related work, for practices such as safe equipment usage, chemical applications, etc.

Operations

- Works closely with the Leadership Team to plan, organize, analyze, drive, implement, and maximize high quality projects to completion, which are both on-time and within budget.
- Works closely with the Leadership Team to develop, enhance, and maintain departmental operational standards, procedures and systems to support successful project completions.
- Communicates and coordinates with team members and stakeholders across the organization on a regular basis, including establishing and adhering to project scopes/timelines, developing goals, and integrating innovative ideas into operations.
- Creates a data-driven culture, tracking key data points to utilize across platforms in messaging.
- Participates in events, special projects, and any other duties, as requested by the Executive Director.

REQUIRED BACKGROUND & EXPERIENCE

- Two-year degree in a directly related field or an equivalent combination of directly related experience, training and/or education
- Committed follower of Jesus Christ
- Strong knowledge and understanding of horticulture, gardening, food distribution, and food sustainability
- Experience working with small farm equipment, such as tillers and push mowers, and large farm equipment, such as tractors and trailers.
- Experience supervising employees

- Experience with technology solutions (ie. Microsoft Office, Square, PayPal)
- Strong communication and customer service skills, both verbal and written
- Highly organized, motivated, and attentive to detail
- Strong passion for supporting individuals through their growth experience

BENEFITS & SCHEDULE:

Schedule

- March – November, the GM is expected to work 40+ hours each week in order to accomplish necessary tasks. Hours are generally flexible, with the minimum commitment of when other members of the Garden Team are present. Additionally, the GM is expected to execute and/or staff all market opportunities, CSA pick-up times, u-pick events, and other seasonal events.
- December – February, the GM is expected to work 5-10 hours each week to perform off-season administrative tasks.
- When it is deemed more efficient and/or when the farm is not accessible, the GM will work from home or at an off-site location of choice, using technology provided by FID.

Benefits

- Eligible for insurance stipend – in effect after 60 days of employment.
- Monthly reimbursement for auxiliary work-related mileage.
- PTO, which includes vacation, sick, and holiday time
- Additionally, the FM receives unique employment benefits such as free produce, skill development, team bonding, and most importantly, a community of people supporting them and praying for them.

Farm in the Dell of the Red River Valley:

- Retains the right to revise this job description or change or assign other duties to this position
- Is an Equal Opportunity Employer
- Conducts pre-employment background checks on all full-time employees.