

Arcadia Center for Sustainable Food & Agriculture

Job Description

Farm Operations Manager

Arcadia Center for Sustainable Food & Agriculture seeks a Farm Operations Manager to join our farm management team to collaboratively manage all aspects of Arcadia Farm at Woodlawn. The Farm Operations Manager will work closely with Arcadia's Production Farm Manager to collaboratively operate and manage Arcadia Farm and support education and training programs associated with the farm.

Arcadia currently operates 4 acres of small-scale fruit and vegetable production as a demonstration, education, production, and training site on the historic Woodlawn Plantation in Alexandria, VA. There is an additional 10-12 acres available on the farm for future agricultural expansion in accordance with the professional judgment of the Farm Production and Operation Managers. Agricultural expansion may include perennial fruits, animal operations, hops, or high tunnel growing depending on the interest and judgement of the agricultural staff.

The Farm Operations Manager will work collaboratively with the Production Farm Manager. The Co-Managers will work together to complete work as needed. Collectively, the Managers will be responsible for all aspects of farm management, including crop planning, developing annual operating budgets, ordering supplies, planting/seeding, tillage, cultivation, harvest and packing, and record-keeping. The Farm Managers will also be responsible for maintaining all farm equipment and the management of all farm infrastructure. Arcadia Farm is not certified organic, but all production will be performed using sustainable production methods.

The Operations Manager will work collaboratively with Arcadia's Farm Production Manager and with other Arcadia staff to:

1. Manage production, demonstration, and training at Arcadia Farm
2. Manage the equipment and infrastructure for the Farm
3. Support Arcadia's Veteran Farmer Program
4. Support and Manage Arcadia's Veteran Farm Incubator
5. Produce food for Arcadia's education and food access programs
6. Demonstrate sustainable farm and land management practices
7. Provide a site for educational programs
8. Provide a campus for hands-on training for future farmers
9. Plan for ongoing development of Arcadia Farm

The Farm Managers will oversee all agricultural personnel on the farm, with the Production Manager serving as primary supervisor for Veteran Farm Fellows. Managers may have staff that are specifically assigned to their own area of responsibility, but there may be personnel who work with both Managers. The Managers will develop annual operating budgets for their program. The Farm Managers will also keep detailed records of all farm operations that will be shared through periodic reports.

In addition to production and management activities, the Farm Managers will participate in training through the Veteran Farmer Program, fundraising, host visits to the farm, and participate in special events, as needed.

The two Farm Managers will have collaborative responsibility for the management of Arcadia Farm. Both Managers will work together to ensure the success of the Farm and will support the efforts of the other Manager as needed on a daily operational basis. However, each Manager will have distinct areas of the operation for which they are primarily responsible.

- The Farm Production Manager has primary responsibility for crop production on the Farm. The Production Manager leads all aspects of growing crops, including annual and long-term budgeting and planning; managing soil fertility; ordering supplies; and all aspects of planting, growing, and harvesting crops. The Production Manager also supervises the Veteran Farm Fellows that are part of the Veteran Farmer Program. The Farm Production Manager is Arcadia's senior agricultural staff position.
- The Farm Operations Manager will be primarily responsible for the management of the Farm's infrastructure, equipment, and open space. The Operations Manager will also oversee and support operations on the Veteran Farm Incubator. The Operations Manager will explore, plan for, and manage, future agricultural operations on the Farm that may include livestock, orchard, or other production depending on the capabilities of the Manager.

Position Details: Farm Operations Manager

Reports to: Executive Director; works collaboratively with other program directors

Hours: This is a salaried position which assumes that growing season workweeks may often exceed 50 hours. Additional time off is available during the off-season.

Compensation: Annual Salary of \$40,000.

Benefits: Paid Vacation, Health Insurance (Arcadia provides a stipend of \$117 per month for health insurance).

Location: Arcadia Farm at Woodlawn, 9000 Richmond Highway, Alexandria, VA 22309

How to apply:

Applications accepted on a rolling basis **through Sunday, February 24, 2019** and will be reviewed immediately. Send a resume, cover letter, and three references with the subject line "Farm Operations Manager Application: *Your Name*" to Director of Operations, Matt Mulder, at Matt@Arcadiafood.org.

Arcadia is committed to diversity in the workplace and does not discriminate based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, or political beliefs.

Farm Operations Manager Responsibilities

Programmatic

- Assist with development of Farm capital development and soil improvement plan.
- Maintain all farm supplies and equipment
- Manage the Veteran Farm Incubator including:
 - Infrastructure and Equipment
 - Support for the Incubator Farmers
 - Ongoing Training and Technical Assistance Programming
 - Work with Arcadia team to recruit and select the Incubator Farmers
- Participate in long-term planning for farm
- Work closely with Agricultural Team and Arcadia staff to support the Veteran Farmer Program
- Work closely with Farm Education Manager to support youth educational programs, including field trips and summer camp
- Co-manage logistical and support staff
- Work with Farm and Education staff to host regular on-site volunteer opportunities
- Assist with ground preparation, planting, and maintenance of crops
- Support Production Manager's annual farm plan
- Keep accurate records of annual operations
- Plan for, and manage future agricultural programs

Organizational

- Participate in regular staff meetings
- Liaise with on-site staff at Woodlawn Estate
- Represent Arcadia at fundraisers, outside events, with partner organizations, and at farm conferences and gatherings
- Develop and track annual operating budget
- Participate in Veteran Farmer Program planning and training activities
- Assist with fundraising by providing presentations, farm tours, and more.
- Participate in Farm and organization strategic planning.
- Work as needed with Arcadia staff to accomplish larger organization goals.
- Work with Arcadia staff to support other training and education efforts.

Management

- Recruit, hire, and manage agricultural staff
- Manage logistical and support staff
- Coordinate development and maintenance of Farm infrastructure, including ongoing operations and maintenance.
- Manage the Veteran Farm Incubator
- Maintain all farm supplies and equipment.

Minimum Qualifications

- At least 3 years farming experience on multi-acre land and with sustainable agricultural and/or organic growing practices including: composting, irrigation, crop rotation, integrated pest management, soil amendment, cover cropping, tillage, transplanting, cultivation, and harvesting.
- The ideal candidate will have at least 1 year of farm management experience.
- Experience operating and maintaining farm equipment and infrastructure.
- Experience educating and supervising workers on the farm, including staff, interns, and volunteers.
- Strong leadership, teamwork, and interpersonal skills with a proven ability to work with diverse audiences and collaborators.
- Exemplary communication skills, including strong public speaking.
- Excellent administrative and organizational skills.
- Self-motivated, flexible and cooperative.
- Able to work long hours on the farm during the growing season, recognizing that this often requires more than 50 hours per week including weekends.
- Able to lift more than 50 pounds and perform the tasks associated with a sustainable agriculture operation.

Desired Qualifications

- Experience working for nonprofit organization
- Experience working in an educational farm setting
- Experience with farmer training programs
- Basic carpentry and plumbing skills