



Job Title: Arcadia Farm Manager

Organization: Arcadia Center for Sustainable Food & Agriculture

Location: 9000 Richmond Highway, Alexandria, VA 22309

Job Type: Full-time, Year-Round

Compensation: Commensurate with experience, beginning \$60,000. Unlimited PTO, health insurance subsidy.

About Us:

Arcadia is a nonprofit organization committed to environmental sustainability, equity, and good food for all. Our farm is sited on a 126-acre historic property in Alexandria, VA and serves as a beginning farmer training hub for military veterans, an educational center for local youth, and a community farm, all while prioritizing environmental stewardship through sustainable farming methods.

Position Overview:

We seek a dynamic and experienced Farm Manager to oversee our farm and train our small crew of beginning veteran farmers (Farm Fellows), leveraging the experiential learning opportunities that abound from the tasks of managing a busy farm. The farm site includes 2 acres of intensively managed vegetable fields, a half-acre fruit orchard, and a 1.5-acre Veteran Farm Incubator Program for up to 10 military veteran graduates of our training program. Additional programming for area youth and community members also take place on site but are not directly related to the day-to-day supervision required of the Farm Manager.

The Farm Manager mentors and builds the skills of the Farm Fellows and other site participants, oversees a diverse farm operation, and engages with other Arcadia staff and partners. A strong candidate will be excited about a blend of time in the field farming, teaching and coaching trainees during the season and behind-the-scenes responsibilities for farm planning and oversight. The Farm Manager will be able to access support from other farmers in the region who are familiar with our organization and farm site as they establish themselves in this role and for continued professional development.

Key Responsibilities:

- **Farm Training & Instruction:**

- Foster a collaborative, productive, and positive work and learning environment, setting clear goals and expectations for team members consisting of an Assistant Farm Manager, Farm Fellows, other Arcadia military veteran farmer trainees, and volunteers.
- Onboard, oversee, and mentor a small team of Farm Fellows learning to farm by working together in the field and delivering feedback and instruction while carrying out farm work. The number of Farm Fellows varies season to season, between 2 full-time fellows and 4 fellows working either full- or part-time.
- Direct daily tasks for the farm team, being sure to incorporate the “why” of sustainable ag techniques, not just the “what.”
- As the Farm Fellows develop their skills, help them learn and practice by taking on supervised leadership opportunities in specific areas of the farm’s management including greenhouse, wash/pack, and field oversight.
- Maintain records of Farm Fellow check-ins to ensure progress throughout the busy farm season, and provide quarterly performance reviews.
- Collaborate with managers of Arcadia Veteran Reserve Program (VRP) to ensure Farm Fellows receive on-hands instruction complementary to the VRP classroom learning.
- **Farm Management:**
 - Oversee and direct all aspects of Arcadia farm production including staff management, crop planning, greenhouse seeding, field planting, cultivating, irrigating, harvesting, and distribution with methods consistent with food safety and sustainable agriculture best practices.
 - Work in collaboration with other Arcadia staff to develop the annual crop plan and ensure produce grown on farm meets the needs of the communities we serve.
 - Conduct regular site walks with farm staff to align expectations for the timeline and technique needed to complete tasks and to bolster the continued learning of the Farm Fellows.
 - Supervise and work closely with the Assistant Manager to ensure that routine and seasonal site maintenance tasks are carried out and to create a plan for maintaining Arcadia tools, equipment, and infrastructure.
 - Lead the distribution and food safety efforts of crop production including food safety training, liaising with produce outlets to take weekly orders and create harvest lists, and creating and sending out invoices.
 - Use the winter months to carefully plan for and coordinate the acquisition of the farm supplies needed to carry out a successful farm season.
 - Lead the strategic improvements and expansion of farm infrastructure and programming with an eye to education and streamlined operations.
 - Collaborate and maintain clear communication with Arcadia leadership and program managers.
- **Production Planning, Record-Keeping, & Budgeting:**
 - Work with Arcadia leadership to finalize the annual spending plan and transparently and carefully track spending and other financial records.

- Develop and implement annual plans, including spending and crop plans. The 2025 crop plan will be provided and may be amended in consultation with Arcadia leadership.
- Maintain and archive all farm production records including greenhouse seeding, field amendment applications, field irrigation, planting, pest and disease management, harvest, food safety protocol, and food distribution. Templates for the necessary records will be provided.
- Monitor and report on farm performance metrics and use these data to improve on farm operations from year to year.
- **Veteran Farm Incubator Program:**
 - Provide quarterly feedback including an initial review of annual incubator farm plans and provide educational workshops for program participants.
 - Coordinate with the Assistant Manager and other Incubator staff for additional guidance and resources for incubator farm businesses.
- **Community Engagement:**
 - Work with Arcadia staff to engage with the community through educational programs, farm tours, and volunteer opportunities
 - Liaise with other individuals, groups, and businesses on-site to ensure safety and clear communication
- **Additional Duties:**
 - Collaborate with other Arcadia staff to ensure shared resources, tools, and equipment are managed effectively.
 - Work with Education, Veteran Farm Training, and Mobile Market, and Community Farm Managers to integrate farm produce into food access and education programs.
 - Participate in Arcadia staff meetings and projects, and participate in organizational activities as appropriate.

Preferred Qualifications:

- Three seasons of experience in sustainable fruit and vegetable production with in-depth knowledge of soil health, cover cropping, crop rotation, harvest and storage processes, irrigation systems, and pest management.
- Previous farm management experience with demonstrated ability to mentor and train beginners and volunteers. Preference for applicants with experience in training and/or education settings, and who have worked for other farm managers.
- Proficiency in the safe operation and maintenance of farm equipment such as tractors or a willingness to work with Arcadia leadership to develop this skill.
- Strong communication, organizational, and leadership abilities with a track record of effective team management and collaboration.
- Excellent record-keeping and planning capabilities, with experience in budgeting and resource management.
- Valid driver's license and reliable transportation.
- A great attitude and desire to be part of a team is vital; we can arrange for training for specific missing skills, but attitude is everything.

Benefits:

- Competitive salary based on experience.
- Subsidized health insurance.
- Unlimited paid time off (PTO).
- Opportunity to make a significant impact in sustainable agriculture and community engagement.

To Apply:

Submit your resume, cover letter, and references to info@arcadiafood.org with the subject line "Farm Manager Application: [Your Name]". Applications are accepted on a rolling basis.

Arcadia is committed to fostering an inclusive environment and encourages applications from all qualified individuals.