



INTER-FAITH FOOD SHUTTLE

JOB POSTING

Farm Manager

The Farm Manager is responsible for all aspects of Inter-Faith Food Shuttle Farm to ensure the timely execution of all Farm activities in collaboration with the Director of Agriculture. The scope of the position includes crop, field, greenhouse and farm stand management planning and executional aspects of planting, irrigation, crop and field maintenance, harvest and distribution. This position is the Farm Team lead and collaborates closely with the Farm Team, Agriculture Department, Operations Department, Culinary Department, and volunteers to ensure program goals are met. The Farm Manager reports to the Director of Agriculture and is based at the Farm, but occasional travel to other locations in our seven-service area is required as needed.

DUTIES AND RESPONSIBILITIES

Farm planning and design

- Design seasonal and annual crop plans with focus on operational requirements to maximize efficient use of volunteers in collaboration with the Farm Team and Volunteer Services Team.
- Create crop production goals and projections in collaboration with the Director of Agriculture, the Culinary Department, and the Operations Department.
- Create seasonal and annual field and high-tunnel preparation and cultivation plans.
- Create and maintain record-keeping mechanisms for field amendments and crop plans including field preparation, planting and harvest dates, cultivation, crop rotations, harvest yields, irrigation, and integrated pest management.
- Plan and lead the execution of all aspects of Farm crop production; mechanized aspects of field preparation, planting, cultivation; and integrated pest management in field, greenhouse and high tunnels.
- Manage transplant and greenhouse operations including ordering, scheduling, seeding, fertilizing, watering, pest management, and distribution.
- Manage soils including field amendments, cover cropping, and crop rotations.
- Adhere to and maintain USDA GAP certification.
- Support Agriculture Education initiatives and projects, occasionally by leading and/or assisting with educational workshops, tours, and field trips.
- Create and communicate farm crop production and food safety policies and procedures in collaboration with the Director of Agriculture.
- Ensure Farm is operating within the established budget and proactively work with the Director to manage unexpected expenses.
- Record, complete, and communicate all necessary documentation to stakeholders.
- Ensure harvested crops meet established standards of quality and quantity.
- Assist in tasks necessary to achieve specified production, revenue, and volunteer goals for the farm. Ability to create and maintain interdepartmental collaboration to assist in reaching goals is required.

Farm communication and outreach

- In collaboration with the Director of Agriculture, communicate safe, efficient methods of all aspects of farm production and protocol with Farm staff, interns, and volunteers.
- Communicate regularly with the Director of Agriculture and staff about progress, difficulties, and needs related to the Farm.

- Attend and participate in all departmental, staff, and development meetings, reporting progress and collaborating across departments for more effective programming.

Knowledge, skills, and abilities

- Strong skills in project management, organizational, interpersonal, and communication required.
- Ability to solve problems or overcome issues quickly and creatively required.
- Ability to work positively with a team required.
- Valid North Carolina Driver's License and insurable driving record required.
- Proficiency in Microsoft Office (Outlook, Word, Excel, Teams, PowerPoint) preferred.
- Familiarity with Farm Management Software (e.g., Tend) preferred.

QUALIFICATIONS

- Bachelor's degree or equivalent combination of education and/or experience in agriculture, soil science, agroecology, or related field required.
- Minimum five (5) years of farm experience, preferably on a produce farm, required.
- Experience with production planning, field preparation and cultivation, and organic integrated pest management and weed control principles required.
- Experience in small and large engine operation required.
- Experience in small engine maintenance preferred.

CORE COMPETENCIES

- **Fostering Teamwork:** The ability to demonstrate interest, skill, and success in getting groups to learn to work together.
- **Managing Performance:** The ability to take responsibility for one's own or one's employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.
- **Technical Expertise:** The ability to demonstrate depth of knowledge and skill in a technical area.
- **Forward Thinking:** The ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies.

WORKING CONDITIONS

Work is value-, goal-, and deadline-oriented with frequent interaction with volunteers. Frequent, potentially heavy physical work outdoors, in all weather conditions and temperatures can be anticipated. Computer work is expected, with extended hours evenings and/or weekends as needed.

PHYSICAL REQUIREMENTS

- Must have manual dexterity, corrected vision, speech, and hearing to normal range or special accommodations made of sufficient nature for completion of assigned tasks.
- Must be able to safely lift and carry 50 lbs. unassisted.
- Must be able to frequently stand, lift, bend, sit, kneel, and work on your feet for an extended period in outdoor settings in a variety of weather conditions.

DIRECT REPORTS

Farm Coordinator II (Production), Farm Coordinator II (Equipment & Facilities), Farm Coordinator(s) I, and Seasonal Agriculture Coordinator(s) I.

COMPENSATION & BENEFITS

Pay Range: \$57,500.00 - \$59,500.00 based on experience. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution. Paid Time Off (PTO) and twelve (12) paid holidays.

TO APPLY

Please send **resume and cover letter** to recruiter@foodshuttle.org.

ABOUT US

Inter-Faith Food Shuttle envisions a hunger free community. Our mission is to feed our neighbors, teach self-sufficiency, and grow healthy foods by cultivating innovative approaches to end hunger. As a Feeding America partner food bank, the Food Shuttle distributes over 13 million pounds of food per year, half of which is fresh produce. From Grocery Bags for Seniors, Backpack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 16-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.

EEO, ADA, and E-Verify

Equal Employment Opportunity (EEO): Inter-Faith Food Shuttle provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

ADA Compliant: Inter-Faith Food Shuttle is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact recruiter@foodshuttle.org.

Inter-Faith Food Shuttle validates the right to work using E-Verify. Inter-Faith Food Shuttle will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.