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**Position Title:** Farm Manager

**Reporting to:** Executive Director

**Supervises:** Year-Round Farm Assistant, Seasonal Farm Crew; Board/Staff/Volunteers on specific projects

**Overall context:**

The Farm Manager is primarily responsible for the successful planning, coordination, and implementation 15 acres of organic mixed vegetable, herb and flower field production, two 5,760 square foot greenhouses and the equipment/infrastructure which supports farm production at Pitney Meadows Community Farm (PMCF). In collaboration with staff members, the Farm Manager: promotes and assists in implementing an educational and working environment; implements clear and transparent operational policies and procedures; and promotes a welcoming, compassionate and safe work environment for staff, trainees, volunteers, educators, and guests. Because PMCF serves as a public, educational, and recreational place, the farm fields should also reflect and accommodate these values.

The position requires attention to detail, good people management skills, the ability to multitask and reprioritize tasks and budgets, able to handle disruptions and tap unexpected opportunities, has strong communication and listening skills, demonstrates learning attitude and collaborative leadership, is self-directed with good judgement, and has a friendly, good-natured, and collaborative approach.

This position requires increased hours during the main production season with adjusted hours and time off during winter months within a mutually agreed upon periodto ensure life work balance

**Principle Responsibilities include:**

* Create a seasonal work schedule that includes organizing tasks for equipment maintenance, setting up production infrastructure in the spring, and winterizing the farm at the end of the season.
* Create guidelines and strategies for disease and pest management utilizing organic methods.
* Develop and execute plan to improve soil health through spreading compost, amendments, leaf mulch, and cover crops. Creates a schedule to test and track soil health to determinate a strategic fertilization schedule tailored to each crop for the year.
* Create guidelines and document field production to maintain organic standards, quality and food safety requirements in processing/storing crops, assigning roles for managing post-harvest and safety processes.
* Design and implement irrigation and fertigation system including both installation and maintenance. Irrigate and fertilize appropriately for crop needs.
* Providing a setting for educational opportunities within the farm fields for both children's and adults in collaboration with Education Director.
* Conduct day-to-day farm operations which include but are not limited to; field preparation, greenhouse operations, planting, harvesting, cultivating, pest management, maintaining equipment, directing employees, etc.
* Operate equipment in a safe and efficient manner and effectively teach equipment operation and maintenance to staff. Coordinates tractor use with staff members to support other Pitney Meadows programs including the recreational trail and Community Garden.
* Ensure the overall appearance of the farm operation, including barn complex, common areas, farm store, and farm fields reflect a well-maintained, organized, aesthetic, working landscape as they evolve to foster an environment where the community can connect with the land, their food, and their farmers.
* Work collaboratively with the Buildings and Grounds Committee for site improvements included in the organizational budget and identify potential future capital projects in collaboration with the Executive Director.
* Provide oversight and communications with contractors and deliveries associated with Farm projects to ensure timely completion of projects and the development of professional and friendly working relationships.
* Manage PMCF’s pick-your-own CSA, paying close attention to quality, customer experience and customer education.
* Oversee PMCF’s Farm Stand in collaboration with Marketing and Communications Assistant.
* Oversee donations of fresh produce to food banks in collaboration with Foo Security Team

**Administrative and Communications**

* Prepare and deliver an annual work plan in consultation with the Executive Director, reflecting the organization’s goals for the coming year. Prioritize tasks and activities to reflect budget and time constraints, recognizing that not all tasks may be completed each year. Provide staff with the opportunity to review the work plan at the beginning and during the season to keep them apprised of significant changes to the plan.
* Track expenses against the current year’s approved budget and develops an annual budget for the upcoming year including projected income.
* Maintain financial records including manage sales and invoicing of institutional customers and restaurants.
* Provide Marketing and Communications Assistant with content for weekly CSA newsletters and social media posts. Provide photos, information and create written content to be featured on various platforms.
* Develop and deliver a seasonal CSA members orientation program.
* Provides regular communication with CSA Members, wholesale customers and Food Security community partners.
* Supports the organization’s social media communications by providing photographs, helping to collect short stories and quotes from CSA members or partners, and identifying possible opportunities to apply shared values between the various programs and collective impact.
* Attend staff, committee, community meetings as needed and board meetings if requested by the Executive Director.

**Education**

* Offer agricultural related educational opportunities in consultation and conjunction with the Education Director. These programs shall reflect the core values and mission of the organization.
* Maintain a demonstration of sustainable and innovative farming practices in the fields s to inspire and engage with visitors, farming community, community members, and partner organizations with current organic methods.

**Staff/Volunteers/Interns**

* Manages and develops annual/seasonal work plans for the farm staff and interns, ensuring a balance of work projects and educational opportunities.
* Oversees all volunteer efforts within the farm fields. This includes coordinating with other staff and board members, providing thoughtful and appropriate tasks and follow-up.
* Provides periodic assistance to the Executive Director, upon request, to further the organization’s impact and effectiveness.

**Requirements**

* Minimum of three years full season farming experience, preferably organic mixed vegetable production with a deep understanding for regenerative and innovative farming practices.
* The position requires regular physical labor, and experience using tools, and equipment, organic amendment applications, driving farm equipment and vehicles, and carrying up to 40 pounds.
* Experience managing staff and groups that include interns and volunteers.
* At least 50 hours of tractor operation and experience with a range of implements and hand tools.
* The ability to create and edit spreadsheets and word documents, and provide thoughtful, regular, and appropriate updates to staff and board, is required.
* Pitney Meadows Community Farm believes in a team approach and shared vision. As a small and growing organization, staff are expected to provide periodic support for other programs than their own. The organization recognizes if these tasks are not reflected in a given work plan, it will be adjusted to reflect those other tasks will be postponed or reassigned.

**Compensation:** Full-time competitive salary.

Pitney Meadows Community Farm is an equal opportunities employer.

**Please send your resume and cover letter to jobs@pitneymeadows.org.**

**Pitney Meadows Community Farm**

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