



Pitney Meadows Community Farm

Director of Operations

223 West Ave, Saratoga Springs, NY 12866

(518) 290-0008

<https://www.pitneymeadowscommunityfarm.org>

Founded in 2016, Pitney Meadows Community Farm's mission is to celebrate and explore agricultural education, healthy food production, and recreation. Located on 166 acres in the heart of the City of Saratoga Springs and preserved in perpetuity as a working farm, Pitney Meadows is a unique resource. We are committed to being good stewards of the land and serving the community that invested their own tax dollars to preserve the Farm as open space.

Pitney Meadows offers a broad array of opportunities to engage with the land and our community. More than 100 beds are available to individuals, families and organizations to grow their own produce in our Community Gardens, supported by an on-site Community Gardens Manager. In our 11-acre agricultural production area, our CSA members can pick their own vegetables, learn about sustainable farming, taste, and learn to cook with new varieties of vegetables, and volunteer to support farm production. Our farm store, open to visitors from dawn to dusk seven days a week, features products from other local farms in addition to our own produce. An accessible trail system circles the farm, open to walkers, runners, bikers, and dogs on leashes.

The Farm strengthens the community through our Sovereign Gardens Initiative, which empowers local organizations serving food insecure individuals to develop and maintain on-site gardens. In addition, the Farm partners with local healthcare providers to give patients struggling with chronic diseases the nutrient-dense produce and culinary education they need to improve their health. We donate roughly 100,000 servings of nutrient-dense produce annually to food pantries and other social service organizations in the region.

Our farm is alive with creativity and dedicated community engagement, offering a productive and joyful place for volunteers, employees and visitors. As we continue to grow and develop new programs, we aim to create a dynamic, inclusive, and resilient community that thrives on a shared commitment to the well-being of our environment and each other. Together, we seek innovative ways to not only sustain our agricultural endeavors but to also sow the seeds of a more vibrant, compassionate, and interconnected community.

Pitney Meadows Community Farm (Pitney Meadows) maintains a policy of non-discrimination with all employees and applicants for employment. All aspects of employment are based on merit, competence, and qualifications. It is the policy of Pitney Meadows in recruiting, hiring, training, and promoting employees to select the best qualified individuals without regard to age, race, color, national origin, marital status, gender (including gender identity and transgender), religion, sexual orientation, military status, genetic information, disability, domestic violence victim status, familial status or any other characteristic protected by law.

Position Description:

Pitney Meadows Community Farm is seeking an experienced and dedicated individual to fill the role of Director of Operations. Reporting to the Executive Director, the Director of Operations will play a key role in overseeing the farm's internal systems, grants management, financial operations, and management of our physical campus. This position requires a strategic thinker with strong organizational skills, a passion for sustainable agriculture, and the ability to collaborate effectively with diverse stakeholders.

Responsibilities:

Internal Systems

- Develop and implement internal systems and processes to enhance organizational efficiency.
- Work closely with program managers to streamline workflows and improve cross-functional communication.
- Support Executive Director in management of financial operations, including budget development, financial reporting, annual audit, and monitoring expenses.
- Collaborate with administrative coordinator and bookkeeper to ensure accurate and timely financial transactions and coding.

Grants Management

- Work closely with the Executive Director to implement organizational strategies and achieve long-term goals.
- Collaborate with community partners, volunteers, and other stakeholders to enhance the farm's impact and outreach.
- Oversee the grants management process, including researching potential grant opportunities, preparing grant applications, and ensuring compliance with grant requirements.
- Collaborate with program managers to align grant objectives with organizational goals.

Campus

- Ensure compliance with all state and federal agricultural laws and regulations.
- Ensure compliance with conservation easement and building inspections, codes, and regulations.
- Serve as project manager for any infrastructure improvements or construction.
- Act as ex-officio member of Buildings and Grounds Committee to ensure adherence to strategic plan and priorities.

Management

- Manage the Administrative Coordinator.
- Assist with human resources tasks, ensuring employee documents are accurate, oversee worker's compensation claims, maintain and execute schedule of required staff trainings.
- Attend weekly staff meetings.

Qualifications:

- Degree or 5+ years experience in Business Administration, Agriculture, Nonprofit Management, or a related field.
- Proven experience in operations management, grants administration, and financial oversight.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Ability to work collaboratively and build effective relationships with diverse stakeholders.
- Passion for sustainable agriculture, community engagement, and environmental stewardship.
- Understanding and interest in the mission of Pitney Meadows Community Farm and ability to communicate that with visitors and supporters of the farm.

Terms and Compensation:

The salary range for this role is \$55,000-\$65,000 DOE.

At Pitney Meadows Community Farm, we value the well-being and engagement of our team members. As part of our commitment to supporting a healthy and thriving workforce, we offer a comprehensive benefits package that includes:

Health, Dental, and Vision Coverage for year-round team members:

- Access to individual health, dental, and vision coverage at a reduced rate, ensuring that our team members have the support they need to maintain their well-being.

Summer CSA Share:

- Enjoy the harvest of your hard work with a complimentary summer CSA share.

Participation in Farm Events:

- Embrace the spirit of community and camaraderie by participating in farm events at no cost on your time-off. Whether it's educational workshops, community gatherings, or seasonal celebrations, we encourage our team members to be an integral part of the farm's vibrant activities.

Flexible Work Environment:

- Recognizing the importance of work-life balance, we offer a flexible work environment that accommodates the needs of our team members.

To apply: If you are interested in applying for the Director of Operations, please submit a cover letter and resume to the following email: jobs@pitneymeadows.org. Applications will be

accepted and evaluated on a rolling basis. Any questions regarding this position can be sent to the Executive Director, Brooke, at brooke.mcconnell@pitneymeadows.org