



JOB DESCRIPTION – Veggies for All Program Manager

Summary: Veggies for All (VFA) is a food-bank farm program, currently operating in Unity. The VFA Program Manager oversees and coordinates all aspects of the Veggies for All program, its agricultural operations and administrative operations, including supervision of seasonal staff, and volunteers. This position is based out of MFT's Unity office, with travel to VFA's field sites in and around Unity required, and travel to MFT's other offices or facilities as necessary.

Reports to: Vice President of Programs (VPP) or designee

Duties:

- **Plan, manage, and oversee all aspects of VFA's agricultural operations** – including but not limited to: crop planning; seedling production; cultivation, planting, and crop management; pest assessment and management; harvesting, washing, packing, and delivery of product; crop storage management; equipment operation and basic management; use of storage and cultivation facilities and infrastructure; supervision and training of staff, and volunteers; and cultivation site management and selection, including field lease negotiations with landowners; operate VFA's farm vehicle in service to these duties; be a resource for information and technical advice to the Resident Gardener at Rolling Acres Farm.
- **Plan, manage, and oversee all aspects of VFA's administrative operations** – including but not limited to: development and implementation of a program budget and annual program work plan in coordination with the VPP; maintenance of existing projects within VFA; volunteer coordination; and development, implementation, and evaluation of near-term and long-term strategic program plans in consultation with the VPP.
- **Field Stewardship** – create and implement field stewardship plans that build soil fertility, conserve soil, and meet landowner and partner expectations. Practices will include but are not limited to: crop rotation, cover cropping, making and applying compost, minimizing tillage, erosion control, nutrient management, soil testing and assessment, and general and aesthetic field care (mowing, weed whacking, etc.).
- **Safety and Sanitation** – maintain food safety and sanitation standards in product handling and storage; ensure safe operation of all field equipment; ensure safe utilization of all program facilities and infrastructure.
- **Data and Recordkeeping** - keep complete and current records of project information that support agricultural planning and project planning, as well as track program performance records as may be required by program/project funders and MFT.
- **Relationship Building and Networking** – working within the established scope of Farm Viability and the VFA program, build and maintain good relationships and partnerships with key parties including community partners, landowners, potential supporters, and other stakeholders.
- **Program Fundraising** – assist the MFT Development Department by identifying potential sources of funding that could support the VFA program, including foundation, individual, and corporate donors. At the request of the Development Director, actively participate in fundraising efforts for VFA and work closely with the Development Team to create and/or review materials to be used for funding proposals.

- **Communications Management** – in collaboration with MFT’s Outreach Director and Events Manager, develop communications content to be distributed via print and online outlets; participate in public presentations and events related to VFA.
- **Other tasks-** participate as needed in non-VFA program activities such as outreach events, annual meeting, etc.; be an ambassador for MFT and assist with building the membership base and building MFT’s reputation.

Desired Qualifications:

- Knowledge of some (or all) of the following areas: sustainable agriculture, organic agriculture, diverse vegetable production, community agriculture, gleaning, and food security.
- Proficiency with relevant technology and software, including word processing, spreadsheets, and e-mail.
- Ability to work with minimal supervision, but also within a team.
- Ability to effectively supervise others, including volunteers and interns.
- Ability to meet the physical demands associated with each Essential Duty in a wide variety of indoor and outdoor work environments.
- Ability to operate a wide variety of farm equipment in a safe manner.
- Ability to listen and to communicate effectively in writing and in person, as well as build rapport and develop effective relationships with others including staff, partners, clients, and landowners.
- A positive attitude, a commitment to customer service, and an appreciation that you are an ambassador for the organization in all that you do.
- Willingness to travel and to work occasionally on evenings and weekends. Ability to provide transportation.
- A valid and clean driver’s license
- Commitment to fostering the future of farming in Maine.
- Basic Agricultural Applicator pesticide application license.
- The ability to lift 50 lbs