



## Farm Manager Job Description

Victory Garden Initiative is a non-profit organization that builds communities that grow their own food to create a community-based, socially just, environmentally sustainable, and nutritious food system for all.

**Job Title:** Farm Manager

**Description:** The Farm Manager is responsible for the day-to-day operations of the 1.5 acre Victory Garden Urban Farm. This position is a key member of a small staff and will be in charge of a non-traditional farm where the food is foremost for the community. The Farm Manager will be passionate about growing food sustainably and about working with diverse community members to better serve their needs. The Farm Manager also supervises a network of interns, work study students, international fellows, and volunteers to manage the farm.

Victory Garden Initiative is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity or expression, age, national origin, ancestry, citizenship, disability, or veteran status. Victory Garden Initiative values perspectives, voices, and insights from people of diverse backgrounds and is committed to building a culturally diverse staff. We strongly encourage applications from people of color, people with disabilities, LGBTQ candidates and others who are underrepresented in local food system work and are deeply connected with the Harambee Neighborhood and Milwaukee in general.

**Reports To:** Co-Executive Director

**Schedule and Compensation:** Full-time, exempt starting on or after March 2nd. Salaried starting at \$37,000/year with medical, dental, and vision benefits plus a generous time off package.

General office hours are Mon-Fri 9-5 with some evening and weekend hours for events and programs, depending on position. Staff are encouraged to flex their schedule to suit position responsibilities and personal needs.

### **Essential Duties:**

#### *Farm Management*

- Day-to-day operations of the farm year-round including planting, harvesting, weeding, irrigating, starting seedlings, and maintaining grounds;
- Creation and maintenance of a farm plan that ensures abundance of culturally relevant crops for community use as well as sale through various revenue streams;
- Lead and coordinate both large volunteer groups and individual volunteers on the farm, ensuring impactful work and providing educational opportunities for volunteers to connect with our mission;
- Maintain general safety, appearance, and cleanliness of the farm;



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- Explore additional community-specific revenue sources for the farm such as value-added products, farmstands/farmer's markets, compost sales, restaurant partnerships, hyper local CSA, etc.

### *Community Outreach*

- Collaborate with the Community Programs Manager and Youth Programs Coordinator for use of the space and crops in various events and programs;
- Serve as a point person in the community, maintaining relationships with neighbors surrounding the farm and with other urban agriculture organizations in Milwaukee;

### *Administration*

- Maintain accurate farm records of harvests, sales, volunteer hours, etc.
- Supervise the Compost Assistant as well as farm interns, paid community members, volunteers, and service learners;
- Participates in weekly staff meeting and prepare monthly farm program report.

### **Qualifications:**

First and foremost, the Farm Manager is someone who is passionate about growing good food and has a demonstrated interest in the mission of VGI; in creating more food security, protecting the environment, breaking down social injustice, and helping people connect with nutritious food. The ideal candidate will also possess some combination of the following qualifications:

- 2-3 years experience growing fruits and vegetables without pesticides or chemicals, through any combination of professional and personal experience working on farms, community gardens, and/or school gardens;
- Basic familiarity with farm sales methods such as direct to consumer sales, restaurant sales, farmer's markets, CSA etc.;
- Basic understanding of farm planning and management, including crop planning and rotation, integrated pest management, etc.
- Ability to lift 50 pounds and stand, stoop, kneel, and perform other general physical tasks to maintain the farm in all weather conditions;
- First Aid & CPR certification or ability to acquire upon hire (paid for by VGI);
- Experience working with racially and economically diverse populations and an understanding of structural racism and inequity;
- Highly adaptive, innovative, and able to think on their feet in order to direct the advancement and creation of farm programs to meet community needs;
- Comfortable with computers, internet, and basic office tasks;
- Excellent leadership and supervision skills to work with and organize a wide variety of community members and volunteers;
- Valid driver's license and ability to pass a background check is required.



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**Application Instructions:** Send a cover letter, resume, and 2 references by **Friday, January 17th, 2020** to [christine.kuhn@victorygardeninitiative.org](mailto:christine.kuhn@victorygardeninitiative.org). Please put "Farm Manager Application" in the subject line and preferably combine documents into 1 PDF document if possible. Paper applications may be sent to our Mailing Address below.

### Victory Garden Initiative

Our farm and offices are located in the Harambee neighborhood of Milwaukee and most of our programs are within Harambee/Riverwest.

Farmhouse (office): 249 E. Concordia Avenue, Milwaukee, WI 53212

Farm: 220 E. Concordia Avenue, Milwaukee, WI 53212

Mailing Address: PO Box 12130, Milwaukee, WI 53212

[www.victorygardeninitiative.org](http://www.victorygardeninitiative.org)

414-431-0888