



FARM CATSKILLS

JOB DESCRIPTION: Program Manager

Posted September 8, 2014

Application Deadline September 22, 2014

To apply, candidates must send resume with cover letter, three references and proposed hourly rate to: info@farmcatskills.org.

ABOUT FARM CATSKILLS:

Farm Catskills, a nonprofit organization dedicated to building sustainable communities in a working landscape, is currently seeking a contract program manager to connect our neighbors with fresh nutritious farm and homegrown foods through community centered farm and food programming. For more information, visit www.farmcatskills.org.

GENERAL RESPONSIBILITIES:

The Program Manager will carry out Farm Catskills' mission, coordinating objectives, strategies, and goals to manage efficient, well-run projects that have high impact, while providing services that make a difference to the community Farm Catskills serves.

The Program Manager works independently and collaboratively with FC's AmeriCorps Service Member and Board of Directors, to manage, and implement activities in the following areas:

- Farm and food programming, research and evaluation, meeting design and coordination, grant/contract management, grant and report writing, and publications/materials development
- Other responsibilities include communications activities, serving as liaison and FC representative at meetings and events, and establishing and maintaining partnerships to advance FC's mission
- The Program Manager position requires farm to school, agricultural and gardening knowledge and experience as well as excellent analytical, interpersonal, organizational, and writing skills and the exercise of discretion and independent judgment

WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

Administrative

- Develop awareness of relevant activities in farm to school, community and school gardens, sustainable agricultural, local food system development, rural entrepreneurship and related fields to inform programming priorities
- Assist in the development of FC's long- and short-term strategic planning and programming
- Monitor program activities to ensure quality and accuracy of FC work outcomes related to contractual and grant commitments, including managing timelines and budgets
- Facilitate small- and large-group meetings
- Identify technological tools to enhance and support FC's capacity and programs
- Provide monthly activity reports to the Board of Directors

Communications

"Building Sustainable Communities in a Working Landscape"

87 Sal Bren Road, Suite 1, Delhi, NY 13753

www.farmcatskills.org



FARM CATSKILLS

- Establish routine communications schedule and editorial calendar
- Develop and disseminate programmatic and marketing materials (eNews, social media, website, handouts, flyers, program descriptions, press releases, photography, etc.)
- Track marketing communications impacts

Development

- Maintain membership database and manage correspondence with members, collaborators, sponsors, partners and donors
- Identify partnership and funding opportunities and promote relationship-building among FC and other organizations, agencies and/or individuals
- Assist Development Committee in annual campaigns and fundraising efforts

EDUCATION & EXPERIENCE:

Three to five years of experience in nonprofit management or administration is required.

- A strong understanding of local food, regional agriculture and farm to school in NYS
- Ability to work with diverse individuals and groups on complex community issues
- Track record of grants and program management
- Effective communications skills, for strong internal and external relationship building
- Interest and experience in communications and marketing strategy and tactics
- Willingness to be challenged and to challenge others in support of the mission
- Demonstrated professional aptitude, leadership ability, self-motivation and interpersonal skills
- Strong organizational and time-management skills

SALARY RANGE & BENEFITS:

This is a part-time (approximately 10 hours per week) independent contractor (freelancer, 1099) position. Hourly rate is commensurate with experience and qualifications.

JOB LOCATION:

As an independent contractor, Farm Catskills' program manager will perform the positions duties from their own office.

TRAVEL:

Regional travel may be required. Mileage is reimbursable.

REPORTS TO:

Board of Directors

"Building Sustainable Communities in a Working Landscape"

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Farm Catskills is an equal opportunity organization. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410 or call (202) 720-5964 (voice of TDD)