

Position Title: Farm Manager**Reports To:** Executive Director**Location:** Emmaus, Pennsylvania**Status:** Full Time Salaried**About The Seed Farm:**

[The Seed Farm](#) is a 501(c)(3) nonprofit organization that is dedicated to cultivating the next generation of farmers. Working closely with partners such as Lehigh County and Penn State Extension, our organization trains new farmers and assists them in establishing sustainable farm businesses.

Since our first training season in 2010, Seed Farm training program graduates have gone on to start or manage eighteen local farms, and seven farm businesses have been launched through our agricultural incubator. We are now seeking a full-time, year-round, professional Farm Manager to help fulfill our mission and be part of the organization's growth in 2018 and beyond.

Job Summary:

This unique farm management position will be responsible for the management of our working and educational farm site in Emmaus, PA. The farm includes a 1.5-acre diversified vegetable market garden, large pole building, high tunnel, 2,000 square foot greenhouse, perennial herb garden, two ponds, and an agricultural incubator where multiple, new farm businesses are in operation.

Applicants for the Farm Manager position should have several years of farming experience with extensive knowledge of organic vegetable production. Applicants should be able to demonstrate the ability to work with new/aspiring farmers, and be able to manage our agricultural incubator by coordinating equipment/infrastructure use and mentoring the farm business entrepreneurs launching farms on our site. It is critical that the Farm Manager have experience operating and maintaining farm equipment, as tractors and a wide variety of implements are used frequently in the training program and incubator. Previous farm safety training is required.

The ideal candidate should be committed to expanding the organization's capacity through improvements in farm production, as well as by identifying and initiating new farm-based projects and partnerships. Must be flexible and have an entrepreneurial spirit. Must be willing to incorporate new initiatives (e.g. seed trials, demonstration of new enterprise) into production plans. The candidate should be able to professionally represent the organization with knowledge, experience, and the ability to speak about sustainable agriculture. Familiarity with new farmer training and incubator farms is helpful, too.

Areas of Responsibility

The Farm Manager will be responsible for the management of 42-acre site in Emmaus, PA, including fields and infrastructure; training and mentoring of new/aspiring farmers through training activities, workshops and events; management of agricultural incubator; and collaborating with The Seed Farm staff and partners to develop and implement new training opportunities, as time allows.

Farm Management:

- In cooperation with Executive Director, create an annual farm plan with annual budget, crop plan, rotation and succession planning schedule, equipment, and marketing plan.

- Oversee all day-to-day operations of educational market garden, including cultivation, transplant production, soil/pest/disease management, harvest and post-harvest handling, cover cropping, and composting.
- Sell produce through existing market channels (CSA, wholesale) and meet revenue goals.
- Source and order seeds, supplies, and equipment.
- Oversee development of additional production fields (approximately 20 acres) in accordance with NRCS Conservation Plan and organic standards.
- Hire and manage small seasonal farm crew. This could consist of paid labor, apprentices, and/or volunteers.
- Host volunteer and tour groups at the farm; work with ED to recruit volunteers.
- Maintain The Seed Farm's appearance so that it is presentable to the public at all times.
- Responsible for maintenance/repairs of farm equipment, vehicles and buildings.
- As time and funding permit, participate in research and explore new production methods and crops.

Farm Incubator:

- Along with Education Committee, review incubator farm applications and select steward and enterprise farmer(s) for following year.
- Provide technical assistance and mentoring to incubator farmers, and troubleshooting as necessary.
- Monitor incubator farmers on farm policies, equipment, tools, hours, access, and limitations.
- Maintain adequate communication between incubator farmers and ensure that all have adequate access to shared equipment and infrastructure, including greenhouse, coolers, wash/pack facilities, dry storage, tractors and implements.
- Assist incubator farmers in their planning and preparing of fields, equipment, and facilities for successful farm businesses.
- Conduct biweekly "farm update" meetings with incubator farmers; provide semi-annual evaluation on progress and performance of incubator farmers.

New Farmer Training:

- Train, or assist partners in their training of, new farmers in various aspects of successful farm operation, focusing on production, equipment use, business and marketing skills.
- Collaborate with Seed Farm staff and partners to develop and implement workshops, field walks, off-farm visits, and on-farm learning activities.
- Promote and publicize training opportunities.
- Develop and oversee training/work-study schedules of apprentices and/or workshare members.
- Conduct evaluation on progress and performance of program participants, as applicable.

Additional responsibilities:

- Prepare annual presentation for the Board of Directors on farm activities, earnings, and plans for the next year.
- Provide quarterly farm reports to the Executive Director.
- Strategic planning: Work with the Executive Director, Board of Directors, and strategic planning team to develop ongoing strategic plans for farm and program development, planning, implementation and evaluation.
- Support the Executive Director and Board of Directors by preparing for and participating in fundraising activities as appropriate.
- Represent The Seed Farm by fostering and maintaining relationships with the public, partners, and other stakeholders. Attend conferences and relevant community initiatives as jointly determined with the Executive Director; assure that The Seed Farm and our

programs and activities are consistently presented in positive ways to the larger community.

- Attend weekly meeting with the Executive Director.

Required Experience and Skills:

- At least two years of organic or sustainable vegetable farming experience, with commercial farm management experience a plus;
- Farm management experience that demonstrates the ability to raise crops from seed to table;
- Commitment to and experience in sustainable practices including weed, pest, disease, and water management;
- Familiarity with fruit, flower, herb, and small grain production is a plus, as is experience with the organic certification process;
- Experience teaching, training, and/or working with new farmers of different ages and from different backgrounds;
- Demonstrated understanding of and experience with the business side of farming, including crop and business planning, pricing, budgeting, and record keeping;
- Ability to prioritize tasks, and to balance the demands of production with farm-based programming needs;
- Dedication to working as a member of and in partnership with diverse communities;
- Previous experience with managing sales through a variety of channels, including farmers markets, wholesale accounts, and community supported agriculture (CSA);
- Flexibility to work non-traditional hours in non-traditional settings, including seasonal 40+ hour weeks, evenings and weekends as required;
- Excellent physical condition and demonstrated ability to handle the mental and physical demands of a farming season;
- A commitment to keep the farm site clean and tidy;
- Computer literacy and comfort using technology on a daily basis;
- Experience and dedication to data collection, record keeping and reporting;
- Willingness to adapt to changing organizational conditions and new opportunities for growth;
- Highly self-motivated and able to work with minimal supervision;
- Basic carpentry skills, equipment maintenance skills and small engine repair skills;
- Solid farm & labor management skills;
- Creativity, flexibility, and resourcefulness;
- Clean background check and valid driver's license.

Compensation:

Salary is commensurate with experience. Benefits include health insurance, paid vacation and holidays, and lots of farm-fresh veggies.

To Apply:

Applicants should submit a cover letter, resume, and 3 professional references to Lindsey Parks, Executive Director, at Lindsey_Parks@theseedfarm.org.

Additional documentation of your farming and training experience, which could include links to websites of farms you have managed, farm budgets or yields records, farm production plans, marketing materials, etc., are welcomed.

Applications will be considered on a rolling basis. Position to begin immediately.