

Angelic Organics Learning Center

Job Description

Position: Program Manager, Farmer Training Initiative

Supervisor: Program Director

Supervises: Administrative Assistant – Farm Office

Salary: \$28,000-30,000 - depending on qualifications

Status: Application deadline: 1/8/2010
Start date: February 2010

Position Description:

The Program Manager assists the program director with the development and implementation of our expanding Farmer Training Initiative. We currently administer the farmer-led Collaborative Regional Alliance for Farmer Training (CRAFT) for the northern Illinois and southern Wisconsin region and we provide a business planning and mentoring program for new farm enterprises (Stateline Farm Beginnings). The Farmer Training Initiative is expanding its offering to serve the needs of farmers in years 2 – 5 of business establishment, as well as member farmers seeking further education. The Program Manager is also instrumental in the development of departmental budgets and grant management. The Program Manager is directly involved in collaborative work with project partners, including Michael Fields Agricultural Institute, Land Connection, University of Illinois-extension, Land Stewardship Project, WI - Center for Integrated Agriculture Systems, Department of Agriculture, Trade, and Consumer Protection. This position is full-time and grant funded. This position works closely with the department assistant, independent contractors and an extensive volunteer network.

The primary responsibilities of the Program Manger are to:

1. Research and development of new programs (50%)
 - develop a micro-loan program for CRAFT farmers, looking at local and national models including IDAs and social investors, and forming partnerships with lenders
 - Manage scholarships for CRAFT members, including outreach, tracking, and dispersal of funds
 - Develop menu of regional and national marketing models for dispersal to CRAFT members
 - Work with project partners to realize work in support of CRAFT farmers
2. Assist with development and tracking of complex departmental budget with multiple grant sources (25%)
 - Develop sizeable departmental budget with an understanding of grant management cycles in cooperation with program director and executive director
 - Analyze budget vs. actuals for internal needs
 - Analyze budget vs. actuals for partner organizations working on collaborative grants
 - Track grant spending in cooperation with program director
 - Monitor financial grant reporting activities and provide statistical support for narrative reporting purposes in cooperation with grants manager
3. Other projects and responsibilities as assigned, and may include: (25%)
 - manage Farmer Training Initiative web presence both on AOLC site and through links
 - development and implementation of outreach efforts for CRAFT and SFB
 - determine publicity needs and develop materials, attend conferences to promote programs
 - seek media coverage for CRAFT network, member farmers, and events
 - Manage database of CRAFT network and Stateline Farm Beginnings graduates
 - Utilize E-tapestry and other tools to update and manage database for network members and their activities

Required Qualifications

- A minimum of two years experience in project management or business management
- Financing and banking literacy
- Experience and facility with budgets and grants management
- Experience in building coalitions, partnerships, social networks and other multi-stakeholder associations
- Excellent interpersonal and oral communication skills.
- Excellent writing and editing skills.
- Positive team player.
- Reliable self-starter, with excellent ability to prioritize multiple responsibilities and meet deadlines.
- Highly organized, with excellent attention to detail.
- Internet literacy, and proficiency using Microsoft Word and Excel.
- A Bachelors Degree or equivalent work experience.
- A commitment to the Learning Center's work to build local food systems and its partnership with Angelic Organics, a Biodynamic Community Supported Agriculture farm.
- Ability to attend periodic evening/weekend meetings and events.

Desired Qualifications (not required)

- Ability to work from the farm office in Caledonia, IL
- Marketing and media relations experience.
- Web site maintenance and facility with web-based social networking
- Experience with E-Tapestry or other database programs
- Volunteer and/or professional experience with Biodynamic farming, urban agriculture, local food systems, popular education, youth development, and/or community organizing is preferable.
- Proficiency with Microsoft PowerPoint and image editing/management and page layout software (such as Adobe In Design and Photoshop).
- Proficiency in a second language
- Windows and Mac proficiency

To Apply

Please familiarize yourself with our website at www.learnrowconnect.org. Then send your cover letter and resume to jobs@learnrowconnect.org or Angelic Organics Learning Center, 1547 Rockton Road, Caledonia IL 61011. If you submit your application via email, PDF format is preferred for all documents.