



Position Description
**Metro Farms and Food
Systems Program Manager**

Position:	Program Manager, Metro Farms and Food Systems (MFFS)
Reports to:	Executive Director, Cultivate KC
FLSA:	Exempt
Hours:	Full-time, 40 hours per week, Mon-Fri, occasional evening or weekend work, as needed
Compensation:	Range \$50,000 - \$55,000 annually, dependent upon experience; health benefits package includes medical, dental, vision, life and long-term disability insurance; four PTO days per year, usable at start (prorated based on start date), two weeks of vacation accrued during first year, increases to three weeks at year two, 9 paid federal holidays, plus a paid weeklong winter break at the end of each year.

Position Summary

Our Metro Farms and Food Systems program exists to help grow the Kansas City local food system through providing technical assistance, training, networking and support services to local farms and food projects. The program manager engages with a wide variety of people who are starting, operating, and growing farms and community-based food projects and is charged with assisting them in realizing their goals while helping to develop a diverse and strong local food system.

Essential Functions & Responsibilities

- Provide one-to-one technical assistance (TA) to farmers and food projects utilizing Cultivate KC staff or area service providers as needed.
- With the Graduate Support Specialist, provide TA tailored to the needs of graduates of the New Roots program, which often includes refugee farmers.
- Develop workshops and other learning opportunities on topics that are identified by program users and through active engagement with the local food system, with an emphasis on soil health and conservation practices.
- Lead the Annual Farmers & Friends Meeting planning committee and play an active role in the execution of the event.
- Oversee MFFS grant deliverables that need specific management and reporting systems, including grants related to conservation and climate mitigation practices.
- Manage Cultivate KC's Get Farming Mini Grant program, including recruitment of grant review committee, award distribution, and support to recipients.
- Manage direct services to farmers, including cooperative bulk supply orders, farmer newsletter, updating resource lists and grower events calendar, water audits in service of the KC Grow Grant, and others as may be developed.
- With assistance from the Director of Finance, develop and manage the MFFS program budget.
- Prepare board reports and maintain program documents and record keeping systems.
- Working with Cultivate KC farm staff, assist on workdays with large volunteer groups.
- Starting in 2024, help guide CKC land linking efforts, including supervision of Land Linking specialist position.
- Other duties as assigned.

Placement Criteria

- Knowledge of common concepts, skills, and emerging trends in urban agriculture;
- Minimum of 3 years of experience either working on a farm, acting as an agricultural technical assistance provider, or equivalent agriculture setting preferred;



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- Strong skills in communicating with diverse audiences, including urban farmers, refugee farmers, neighborhood residents, funders, community members as well as staff, board, and committee members;
- Strong commitment to establishing long-term relationships with program participants involving mentorship and support;
- Demonstrated organization, facilitation, communication and presentation skills;
- Ability to prioritize workflow, organize diverse material and handle multiple, competing and changing priorities;
- Ability to perform effectively without supervision and within time limits and ongoing deadlines; ability to self-direct and self-regulate workday;
- Proficient computer skills, displayed adaptability in learning the use of company specific software;
- Must be a team-player, willing to collaborate and learn from and with others.
- Knowledge of common concepts, practices, and procedures within a non-profit organization; program management experience preferred.

Physical Demands

This position occasionally requires typical physical demands for farm labor, such as walking, standing, reaching, stooping, squatting, lifting up to 50 lbs and working indoors and outdoors in cold, hot or wet conditions.

Work Location

This is a hybrid position. Office space is available at the Westport Commons Plexpod at 300 E. 39th St, Kansas City, MO 64111 and at the Juniper Gardens Training Farm at 1979 N. 2nd St., Kansas City, KS 66101. Many tasks will be completed in the field, and guidance on remote work will be provided after hiring.

Workplace Culture

At Cultivate KC, we:

- Collaborate,
- Care for each other, our work, and our community,
- Promote a healthy balance between our work and our personal lives,
- Are adaptive, creative, open to learning,
- Take time for organizational self-reflection,
- Practice transparency with each other and with those we serve,
- Agree that food systems work should be fun and bring joy to ourselves and our communities.



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To Apply

Please send 1) a cover letter or email indicating why you are interested in working with Cultivate KC and what experience you bring to the position and 2) your resume to jobs@cultivatekc.org.

Timeline

We hope to offer the position in October of 2023.