

## **Farm Manager Job Description**

### **Overview**

Do you have experience in sustainable agriculture and farming? Are you passionate about the role that local food will play in a just transition to a more diverse economy? Would you like to help make Fayette County an even better place to live?

We are looking for an experienced professional to lead the development of a vibrant community farm center on an 84-acre, county-owned farm near Fayetteville. The Whitlock Farm will model sustainable agriculture techniques; offer training, land leasing, marketing, and other resources for farmers; provide aggregation infrastructure and access to regional markets; strengthen relationships between producers and consumers; and feature opportunities to engage community members, students, and tourists in farm activities and workshops. A feasibility study for the project was completed in 2017, and a farm management and conservation plan is currently under development. The Farm Manager will have a direct impact on the food and farm economy in the New River Gorge region – an area known for scenic beauty, outdoor adventure, and a commitment to sustainable economic development.

The Farm Manager is an employee of the Fayette County Commission, supervised by the Fayette County Resource Coordinator. This is a one-year, full-time, salaried position eligible for a full benefits package. This is a multi-year project supported by county and grant funds; continued employment is dependent on successful fundraising and development of farm program revenue.

The Farm Manager is part of the Fayette County Resource Coordinator's Office (RCO) team. The RCO works with a wide variety of stakeholders to foster healthy communities and diverse economies throughout Fayette County and the New River Gorge region. The RCO provides community and economic development project management, land use planning, grant writing, and administrative support to several County boards including the County Commission, Urban Renewal Authority, Solid Waste Authority, Planning Commission, and Board of Zoning Appeals. The Fayette County Resource Coordinator's Office works closely with the Fayette County Urban Renewal Authority - a creative group of local leaders dedicated to economic revitalization - on the Whitlock Farm project.

### **Primary Responsibilities**

- Manage agricultural and land stewardship practices, including cropping systems, management intensive grazing, farm inputs, composting system, and habitat conservation
- Manage build-out and maintenance of farm infrastructure, including fencing, irrigation, high tunnels, and cold storage
- Develop and implement land leasing and training programs for farmers
- Manage removal or repair of existing structures and/or construction of new facilities
- Manage on-farm aggregation center and collaborate with regional food hub partners

- Manage Gorge Grown marketing and branding initiative
- Identify funding opportunities, prepare budgets, and write grant applications and progress reports
- Build partnerships and manage communications with educational institutions, nonprofit organizations, food and farm businesses, government agencies, community groups, and others
- Supervise farm staff and/or volunteers, as needed

### **Desired Qualifications**

- Experience in farm management and sustainable agriculture methods
- Excellent communication and collaboration skills
- High levels of reliability and integrity
- Demonstrated ability to handle multiple responsibilities, manage project timelines, and meet deadlines
- Self-directed and able to work on a team
- Experience in grant writing and budgeting
- Bachelor's degree in relevant field
- Commitment to the betterment of Fayette County
- Ability to perform manual labor/farm chores
- Proficient in MS Office
- Valid driver's license
- Satisfactory background check and drug screen

**To apply**, submit resume and cover letter to [kelly.j.drey@wv.gov](mailto:kelly.j.drey@wv.gov) or PO Box 307 Fayetteville, WV 25840.

**Application Deadline** is 8 am, Monday September 10, 2018.

**Salary** is commensurate with experience. We offer a generous benefits package, including PEIA health insurance, life insurance, vision/dental, and paid vacation, sick, and holiday time.

**For more information**, please contact Kelly Jo Drey, Resource Coordinator, at (304) 574-4258.

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