



**Organization:** Cloud Mountain Farm Center / Sustainable Connections

**Title:** Farm Director

**Primary Work Location:** Cloud Mountain Farm Center, Everson, WA

**Term:** Full time (40 hours weekly), regular (ongoing employment), FLSA exempt

**Physical attendance requirement (% of time on site / in office):** 90%

**Reports to:** Program Director

**Application deadline:** First review of applications occurs on Monday, October 23, 2023.

Applications received on or after 10/23 will still be reviewed. Position open until filled. First round interviews are tentatively scheduled for 10/26 and 10/27.

**Desired start date:** 12/1/2023

### **About Us:**

[Cloud Mountain Farm Center](#) (CMFC) is an agricultural and horticultural non-profit located on 20 acres at the foot of Sumas Mountain. Our organic orchards and vineyards currently encompass about 4 acres of production and research, and our retail nursery specializes in regionally adapted fruit and ornamental varieties to inspire growers at all scales. Our organic farm produce and nursery sales support our regional food system work as a whole, our agricultural education pilot program, infrastructure and aggregation facilities and partnerships, and our exceptional workshops.

The farm's parent organization, [Sustainable Connections](#) (SC) is home to many programs including the Food & Farming Program, which specializes in market development and promotion of locally grown and produced food, including management of the statewide Washington Food & Farm Finder ([www.EatLocalFirst.org](http://www.EatLocalFirst.org)). The Food & Farming Program team often collaborates with the farm to augment our work when market development and promotion are needed.

### **Summary:**

The Farm Director is a dynamic leader who is passionate about farming and the sustainability of diversified agriculture in Northwestern Washington. The Farm Director will be responsible for setting and managing the annual budget for CMFC operations, collaborating with SC's fund-raising team, and providing support and stewardship of a highly motivated staff of ten to twelve engaged in bettering the regional food system. The person in this position is responsible for charting the course for growth of four essential areas – organic fruit production with grower outreach and education, agricultural workforce development, and Food System infrastructure development, and a retail nursery.

The Farm Director works primarily from an office within the main farm building. The Farm Director is expected to work both on-site with staff as well as off-site, conducting Sustainable Connections and CMFC business throughout Whatcom and Skagit Counties. The Farm Director will need to track their work time to achieve an appropriate work-life balance, when occasional evening, weekend work and long days arise.

## **Primary Responsibilities:**

### **Organizational Management**

- Create & maintain a work culture that supports and motivates employees
- Provide leadership to managers with staff growth & development processes, including work plan reviews, goal setting, metrics of success, as well as recruitment & hiring
- Oversee day-to-day CMFC operations, ensuring compliance with administrative systems, processes, protocols and safety as well as the development and implementation of new policies to support efficiency and effectiveness
- Initiate and steward capital projects in collaboration with the Executive Director (E.D.) Operations & Facilities Manager, Program Director and key staff

### **Financial Management**

- Responsible for overall financial management of CMFC – effective stewardship of a \$1+ million annual operating budget; developing, monitoring and controlling balanced annual budgets
- Develop and improve business models for program areas to generate funding for new programs and program/project expansions
- Develop and implement short-, mid- and long-range business plans to meet CMFC's mission

### **Representation & Partnership**

- Initiate, cultivate, and maintain regional partnerships
- Represent Sustainable Connections and CMFC at meetings and other public settings as appropriate
- Engage in Sustainable Connections and CMFC's culture of education – both internally and externally

### **Fund Development**

- Work with the Program Director & Grants Manager on grant applications and regional collaborations in support of funding for CMFC and partner programs
- Support the E.D. and fund development staff to cultivate relationships with individual and major donors, as well as sponsoring organizations
- Work with the E.D. and key staff on business development and supporting operations to identify and implement new strategies that can help further our educational and other farmer support goals while sustaining the needs of the operation.

### **Required skills & qualifications:**

- Financial experience: developing a budget, monitoring financial reports, forecasting
- Farm business development experience
- Team leadership & supervisory experience
- Strong ability to make introductions & build relationships. Confident in doing outreach in-person, by phone, video & via written communication.
- Ability to routinely travel to/from and work on site at Cloud Mountain Farm Center in rural Everson, WA
- Content to spend many work hours meeting with team members, partners, and stakeholders and doing computer-based office work

**Bonus points given for:**

- Entrepreneurship experience and skills
- Non-profit work experience
- Fund development experience: retaining, diversifying & growing revenue streams
- Knowledge and experience with any program areas within Cloud Mountain Farm Center: processing/aggregation/distribution, agricultural education and technical support, workforce development, nursery, perennial fruit production
- Experience or knowledge regarding the management of farm facilities, equipment, assets & inventory

**Compensation & benefits:**

The starting annual salary range for this position is from \$68,000 to \$75,000 depending on qualifications and experience. Moving expense support available. Benefits for first year, regular, full-time employees include:

- 26 days per year of paid time off (PTO) to be used for any purposes
- An individual benefit of \$450 per month
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Budget to pursue professional development (ex: conference, coursework)
- A flexible work schedule
- 25% discount on nursery plant material
- 27.24% of employee's share of the Washington Paid Family & Medical Leave premium
- Mileage reimbursement for travel to & from temporary duty stations
- Additional forms of leave of absence: up to 40 hours additional PTO for jury duty service, leave without pay, Washington Paid Family & Medical Leave
- A supportive & inspiring working environment: well-equipped offices, coworkers fostering a welcoming & inclusive environment, and the opportunity to help lead a nationally recognized organization

**To Apply:**

Email a cover letter, resume, and the contact information for three professional references by email to [maryt@sustainableconnections.org](mailto:maryt@sustainableconnections.org).

*Sustainable Connections complies with all federal, state, and local laws which prohibit discrimination in employment. Sustainable Connections is committed to recruiting and retaining a diverse workforce.*

*Sustainable Connections is an equal opportunity employer that believes it is the responsibility of our organization and all employees to ensure there is no discrimination against any employee or job applicant for employment based on race, color, religion, national origin, ancestry, age, sex, marital status, military service, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, or any other protected status.*

*Individuals in need of an accommodation in order to participate in the recruitment, selection and/or employment process are encouraged to reach out to Mary Tully, Administrative Manager, 360-647-7093 x104, who will engage in an interactive process to respond to & provide reasonable accommodations to qualified individuals.*

*All new employees must show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at Sustainable Connections.*