



High Desert Food & Farm Alliance

Job Title: Farm & Ranch Support Manager
Location: Bend, Oregon – work is throughout Central Oregon
(personal vehicle required)
Job Type: Non-exempt, Full-time, \$20-22/hour depending on experience
Start Date: Firm start date of September 15, 2020

Closing Date: Applications due by August 17th to be considered for first round of interviews the week of August 24th. Applications submitted after 5pm PST on August 17th will be waitlisted and considered if a second round of interviews is conducted.

The High Desert Food and Farm Alliance (HDFFA) is a non-profit whose mission is to support a healthy and thriving food and farm network in Central Oregon through education, collaboration and inclusivity. We meet our mission by fostering relationships between producers (farmers, ranchers and food businesses) and consumers, increasing awareness of and access to food from our region, and cultivating community participation with local food. We serve farmers, ranchers, food businesses, nonprofits and underserved families in the high desert region of Crook, Deschutes and Jefferson Counties. We believe everyone deserves good food.

We offer four core program areas: Grow & Give, a fresh food donation and on-farm gleaning program; VeggieRx, a fresh vegetable and fruit prescription program; Agricultural Support for farmers and ranchers; and our annual online and print High Desert Food & Farm Directory.

Position Summary

HDFFA is seeking a passionate and organized Farm & Ranch Support Manager to deliver our Beginner Farmer and Rancher support programming throughout the tri-county area, including but not limited to: beginner farmer/rancher education, marketing and wholesale support, agritourism support, and oversight of policy and advocacy collaborative efforts. The Manager will develop, implement, deliver and maintain programming in collaboration with key partners and will follow an established timeline to meet annual objectives and goals. The Farm & Ranch Support Manager will report to the Program Director.

Ideal Candidate

The ideal candidate will be passionate about improving food access for all Central Oregonians with a specific interest in small-scale farms and ranches. They should have hands-on farm and/or ranch experience and interest in understanding the big picture of small-scale food production in Oregon's High Desert region (Crook, Deschutes, and Jefferson Counties). Creative problem solving, interpersonal skills, being proactive and self-directed are necessary as well as excellent organization and communication skills. They must have the skills to work collaboratively with partner organizations including public agencies, farmers and ranchers, and food businesses. They should be familiar with food

systems work such as food security, health and food justice, and agriculture, preferably in Central Oregon. Ideally, they will have experience working with nonprofits.

Primary responsibilities and functions

HDFFA Functions

- Working knowledge of the mission, vision, core values, board, past and present projects and events of HDFFA;
- Engage in marketing of the organization including social media posting, website updates and contributions to the monthly newsletter.
- Outreach to facilitate Partnership engagement by farmers and ranchers for the broader HDFFA strategies and objectives including the Directory
- Coordinate with Food Access Coordinator on the Food & Farm Directory
- Manage technical service platforms that support farm/ranch-level value creation
- Oversee existing Workplace CSA program

Project Specific Work

- Beginner Farmer Rancher (BFR) Support
 - Direct outreach to farmers and ranches including site visits and phone calls
 - Work with OSU Extension Service Agents to coordinate and co-conduct SWOT analysis in each county, and identifying opportunities for programming
 - Create a three-year timeline for implementation of SWOT-outcome programming, and implement workshops accordingly; secure appropriate presenters, classroom or farm/ranch space, materials, etc., as needed.
 - Using best practices in other states, create and pilot a BFR Mentorship program that pays successful “mentor farmers” to provide support for newer “mentee farmers”
 - Increase purchasing of local food from BFR through targeted conversations with businesses purchasing or in a position to purchase local products, including grocers, restaurants, food businesses, and more.
 - Coordinate farmer/rancher specific trainings for on how to use social media for marketing
 - Support the Central Oregon Veterans Ranch’s efforts to implement farming-ranching practices, and provide support to their pilot veteran mentorship program
- Agritourism
 - Research existing agritourism projects in Central Oregon
 - Provide outreach to all BFR in Central Oregon, sharing best practices for and examples of successful agritourism projects
 - In collaboration with Travel Oregon and Visit Bend, establish a new Central Oregon Food Trail using existing guidance materials and engaging new and existing producers; create Food Trail map for print and online distribution
- Policy and Advocacy

- Coordinate with the OSU Center for Small Farms and Community Food Systems to educate BFR on understanding and engagement with public policies that affect farm/ranch operations
- Collaborate with regional partners on workshop, and event coordination and implementation
- Administration
 - Work with the Program Director to track expenditures, reimburse partners, and stay on budget
 - Provide written quarterly reports, including metric tracking
 - Co-write Annual Reports for USDA, in collaboration with the Program Director
 - Create marketing materials: press releases, blog posts, informal reports, social media posts and other marketing efforts
 - Sit on HDFFA's Farmer Advisory Committee, maintain relationships with new and existing committee members, connect with Board liaison as necessary
 - Other duties as assigned

Desired Qualifications

A Bachelor's degree in a relevant field and one to two years of related work/volunteer experience with farmers and/or ranchers. Understanding of diverse and local food systems. Preferably experience working with non-profits. Additional work experience that could contribute to the position may include: assisting, organizing, implementing and/or delivering programs or project work; community organizing; campaigning; and/or advocacy work. In addition, we are looking for:

- *Required* Experience with Microsoft products and desired experience with Google Drive, Mailchimp, Eventbrite and Adobe products
- *Required* Ability to work remotely, as needed, due to COVID-19 or other public health events
- Stellar written and oral communication skills; excellent organizational skills; and strong interpersonal, planning, and training skills
- Flexibility and willingness to occupy a position that may change in scope in accordance with the needs of the community and the organization; ability to balance multiple projects with limited supervision
- Positive attitude and a proven ability to work successfully with diverse populations, and demonstrated commitment to promote and enhance diversity, equity and inclusion
- Ability to work with a close-knit team that enjoys and fosters a collaborative environment, and to work independently
- Experience working on/managing federal grants a plus

Compensation, Benefits and Time Commitment

This position is Non-exempt full-time (40 hours/week) at an hourly rate of \$22/hour.

Benefits include:

- Paid time off (for sick leave and vacation) at a rate of 80 hours per year
- Holidays (9 in total)
- \$200 monthly health stipend after probationary period of 520 hours
- Access to pre-tax Aflac benefits
- Annual professional development stipend (on hold during COVID)
- Amazing team to work with!

In this position there is opportunity for growth, dependent upon desire and funding. Full-time equivalent of 40 hours per week, some evening and weekend hours will occur. The position is primarily based in our Bend office with frequent time in the field. Travel through the region is required with a personal car; travel will be reimbursed at a set non-profit rate. A valid Oregon driver's license is required within 30 days of hire.

Application Process

In order to be considered for this position, please provide the following:

1. **Application**
2. **Resume**
3. **Cover letter** that directly speaks to your qualifications for this position. Use this as an opportunity to tell us what makes you the best candidate.
4. **Writing Sample:** Provide a one-page "fake" press release on an upcoming Beginner Farmer/Rancher workshop. This should be drafted to meet the subject matter with the writing style that matches what you might be asked to do if you were hired for this position. You may make up any details you want but use realistic information about Central Oregon Agriculture. The title shall be "*Regional Workshop planned for Beginner Farmers and Ranchers*".
5. **All materials should be provided only in a Word or PDF document and be labeled as follows. Do not send google docs.**
 - LAST NAME_NAME OF DOCUMENT (for example: Smith_Application or Smith_resume).

Application materials will be reviewed as received. Applications can be sent to info@hdffa.org or mailed to PO Box 1782 Bend OR 97709. Interviews will be held starting August 24, with first round interviews via phone or Zoom.

HDFFA is an Equal Opportunity Employer that abides by federal and state laws that prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation or national origin; or their status as protected veterans or individuals with disabilities.