



## OVERVIEW

Sprouting Farms Corp, a 501c3 charitable organization, seeks an Education Farm Manager with vision and passion to lead the incubator and education farm in its service to the food and agriculture community in West Virginia.

Sprouting Farms is a four-season non-profit farm and an education and resource center located in Summers County, WV. We believe that long-lasting impact is created by training new farmers in quality and sustainable production techniques, and by providing shared resources and educational opportunities to the whole farm community. Our programs provide farmers with sound business management and production skills, hands-on training and mentorship, and the land and resources necessary to launch and refine their farm businesses. The farm in Talcott, WV is an 86 acre diversified specialty crop farm. We grow year-round in over 30 high tunnels and greenhouses. We also have several acres in seasonal field production. The farm is located on the beautiful Greenbrier River and sits just outside Hinton, WV where the New, Bluestone, and Greenbrier Rivers converge. We pair the opportunity to learn how to farm for profit with the love of the outdoors and all that these wild and wonderful mountains have to offer.

Sproutings Farms provides in person education and technical assistance services to new and beginning farmers. They are also developing and facilitating a virtual education resource to expand their reach and to better serve West Virginia farmers.

## JOB DESCRIPTION

- Maintain Farm Operational Plan (encompassing facilities, production, education, personnel oversight)
- Administrative Management
  - Read, understand, and execute budgets from federal, state, and private funding sources
  - Expense reporting
  - Grant writing and reporting
  - Project management - ongoing and planned funded projects
  - Strategic planning
  - Human resources - scheduling, hiring, on-boarding
  - Lease and land access management, writing lease agreements
  - Speak at/attend conferences, major events and other gatherings within the food and agriculture communities



- Education Programming
  - Facilitate and update Google Classroom modules as per scheduled classes and virtual classes
  - Hands-on instruction with interns, Americorps Members, incubator farmers, area beginning farmers, and continuing education for staff at the Sprouting Farms production & education farm
  - Provide on-demand technical assistance to incubator farmers and area beginning farmers, including coordinated seasonal production planning at Sprouting Farms, partner farms, or private farms
  - Recruit interns and incubator farmers to fulfill programming requirements

The Education Farm Manager is a full-time, salaried position located at the Talcott production farm and reporting to the Executive Director. The position will require indoor and outdoor work in all seasons and weather conditions. It will also require some weekend work and the ability to lift 50 pounds. The successful candidate will have at least five years of combined experience in the designated responsibility areas, and be willing to travel on behalf of Sprouting Farms approximately 10 percent of the time. They are someone who works well within a team and is adaptable to working as a part of a geographically diverse group of highly motivated and dedicated partner organizations. The salary range for this position is commensurate with experience and includes a benefits package. Applicants should submit a cover letter expressing interest and qualifications for the position, along with a Resume with at least three reference contacts. The deadline for applying for this position is April 30, 2022. Please send materials to [sproutingfarmsboardofdirectors@gmail.com](mailto:sproutingfarmsboardofdirectors@gmail.com) and [admin@sproutingfarms.org](mailto:admin@sproutingfarms.org).