**Position Title:** Farmers Alliance Program Manager  
**Schedule:** FT/Exempt: 40 hours M-F occasional weekend day  
**Reports to:** Deputy Director  
**Supervises:** Associate, Volunteers, Interns, Apprentices  
**Salary:** BOE

**Position Overview:** This position oversees the Farmers Alliance Program, a program that focuses on collaboratively strengthening the local food system through building and nourishing Bounty & Soul’s relationships with farmers, growers, gardens, businesses, and other food security organizations. This program is committed to community-led solutions to providing access to fresh, locally sourced and grown foods through an equity and sustainability lens.

**Duties and Responsibilities:**

**PROGRAM MANAGEMENT**
- Oversee the sourcing, transportation, storage, processing, recording and distribution of all local food that is donated, rescued, purchased, or grown ensuring compliance with food safety and sanitation.
- Create strategies and processes to build local food donations and purchases.
- Maintain and nurture reciprocal relationships with existing local food partners by collaborating on volunteering opportunities and plugging in partner needs into newsletter.
- Coordinate and manage harvest opportunities in a timely manner:
  - Actively build networks and relationships with NEW local farmers, growers, gardens, and businesses.
  - Initiate, implement and oversee any contract growing partnerships.
  - Collaborate with other local /regional food organizations to ensure equitable access of locally grown food.
- Advance efforts to implement a “growing arm” of the organization through existing partnerships and/or new opportunities.
- Create and support a “cost model” as part of new strategy to create sustainability and equity for food distribution/access.
- Drive company vehicle to pick up food or transport food from local farms, gardens, businesses, and gleaning sites as needed.
- Support efforts to create neighborhood-led garden initiatives.
- Ensure well-rounded, nutritious, and culturally relevant menu of local foods is offered at markets each week.
- Ensure community input regarding local food offerings and program.
- Oversee the presentation and distribution of all local foods at markets.
- Ensure educational resources are provided for local foods that are distributed at markets: IE: nutritional value, preparation tips and recipes.
- Manage Bounty & Soil garden: a volunteer run growing space that offers educational opportunities.
- Oversee strategies, planning and execution of DigDay, an annual community plant give-away and education event.
- Create, plan, and facilitate Farmers Alliance education: gardening workshops, food preservation, regenerative practices, partner garden cooking demos, cooking demos supporting local foods, etc.
- Communicate weekly inventory of local food to pertinent staff.
- Oversee program associates, interns, volunteers, and apprentices.
- Willingness to contribute to the needs of the organization as may arise.

**ADMINISTRATION**
- Manage an effective, consistent, and accurate local produce donation process for ALL local food that is donated and purchased.
- Manage local food purchasing budget.
Establish and maintain an inventory system for cleaning, processing, packaging, and market supplies.

Assist with content for grant reports (up to date records, testimonials, and photos) as needed.

Attend regular meetings and play an active role in regional food and agriculture initiatives and projects.

**MARKETING**

- Curate content for a bimonthly newsletter including volunteer opportunities, program updates, upcoming harvest days, opportunities / news from other partner gardens, gardening education etc.
- Create and manage marketing and promotion of the local food system through storytelling, social media, webinars, blogs, farmer features, written materials, and resources etc

**Minimum Requirements:**

- At least 3 years of job experience in the agricultural field and/or local food systems (farming, gardening).
- Minimum 1-3 years in supervisory or management roles.
- Connection with the local farming/agriculture scene.
- Business experience a plus.
- Strong organizational and leadership skills.
- Strong interpersonal, social, and communication skills.
- Strong written and verbal skills.
- Experience using MailChimp.
- Community engagement experience.
- Able to make decisions quickly and work collaboratively.
- Adequate computer and research skills.
- An understanding of and commitment to diversity, equity, and inclusion practices.

**Requirements:**

- Valid and clean Driver's License.
- Signed off on Vehicle Policy and Drivers Policies and Procedures.
- Serve Safe Certified.
- Wear Closed Toe Shoes while performing duties.
- Ability to lift 50lbs and do manual labor work for an extended period.
- Be flexible with job duties.
- Bilingual a plus.

**Reports to:** Deputy Director

**Oversees:** Local Foods Associate(s) and/or Local Foods Intern(s)/Apprentices

**Diversity/Inclusion Statement:** The heart of Bounty & Soul's mission recognizes and celebrates diversity, inclusion, social justice, and community-led solutions to inequities. We believe that in order to fully embrace diversity and inclusion, everyone must feel seen, heard, respected and valued. Within our team, we strive to nurture a culture where inclusion and diversity are a reflex, not an initiative— one that unifies us in a shared sense of celebration, care, respect, passion, and commitment to social & environmental responsibilities.