

TUFTS UNIVERSITY
JOB DESCRIPTION

Job title:	Farm Manager	Date:	11/3/2020				
Supervisor Title:	Kevin Cody, Farmer Training Program Manager, New Entry Sustainable Farming Project						
Department:	Friedman School, Agriculture Food and Environment, New Entry Sustainable Farming Project						
This Section to be completed by HR Compensation							
FLSA status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	Band:	3	Pay Zone:	1	Job Code:	3287

Department Summary

New Entry Sustainable Farming Project's ([New Entry](#)) mission is to improve our local and regional food systems by training the next generation of farmers to produce food that is sustainable, nutritious and culturally preferred and making this food accessible to individuals regardless of age, mobility, ethnicity, or socio-economic status. In doing this work, New Entry provides critical training, career development, and economic opportunity to new farmers.

Job Summary

The Incubator Farm Manager is responsible for providing year-round technical assistance (TA) and farm production and business training to small-scale beginning farmers, both on and off the field, on multiple aspects of farm enterprise development. Responsibilities include: managing New Entry's 15-acre fields and incubator farm sites at the historic Moraine Farm in Beverly, MA; maintaining associated farm equipment and infrastructure; developing and implementing land management and crop production plans using USDA Certified Organic production techniques and meeting MDAR CQP Food Safety protocols; and supporting producers to achieve commercial farm goals. In 2020, New Entry also began producing 3+ acres of wholesale crops for sale through the New Entry Food Hub, farm-to-school sales, food access, and other market channels as a demonstration and revenue generation effort to support farm operations. The Incubator Farm Manager is a vital part of the farmer training team and will share the responsibility of fulfilling farmer training grant deliverables and reporting requirements.

Essential Functions:

%

<p><i>Incubator Farm Management</i></p> <ul style="list-style-type: none"> • Manage New Entry’s historic Moraine Farm property, including overseeing a dozen+ incubator farmer parcels and a demonstration plot using Certified Organic production practices; • Develop and implement land/soil management plans for remaining fields including, but not limited to, wholesale crop production, small-scale grains, and cover crops; • Establish clear roles and expectations at the incubator farms to support the needs of multiple constituents (growers, neighbors, land owners, historic preservation interests); • Conduct farm operations including land preparation/tillage, custom tractor work, and the use/management of greenhouse, irrigation, cooling / storage, and other farm supplies and equipment in order to maximize impact of New Entry resources; • Maintain farm equipment and facilities, including tractors, grounds, and other tillage equipment, greenhouses, and irrigation systems in order to ensure continuity of incubator farm operations; • Equipment upkeep, management, maintenance, and capital procurement as needed to operate the farm; • Determine equipment and supply needs and make purchases necessary to support the work of the incubator farm and the organization as a whole; • In conjunction with farmer training staff, coordinate, mentor, and supervise volunteers, farm interns, and work-study students in order to maximize impact; • Network with peers and implement best practices from other incubator farm programs. 	<p>50%</p>
<p><i>Farmer Training and Business Development</i></p> <ul style="list-style-type: none"> • Provide hands-on instruction related to crop production methods in organic/regenerative agriculture at the incubator farms; • Teach components of other New Entry farmer trainings and educational programs (Farm Business Planning Course, Explore Farming, Crop Production, Direct Marketing, and other advanced farmer workshops); • Provide feedback and support on business plan development and evaluation for all students and work with students to meet the required business development standards for ongoing New Entry program participation; • Help prepare and support business class participants interested in starting farm businesses on the incubator farm; • Provide comprehensive individual technical assistance (TA) to beginning and advanced farmers in order to help them attain farm business planning and crop production goals; • Support farmers in recordkeeping, USDA and Farm Bill program eligibility, and connections to external resources; • Track farmer competency and skills development through a comprehensive case management system and data collection and tracking systems in New Entry’s cloud-based Salesforce CRM. 	<p>40%</p>
<p><i>Grants and Data Management Support</i></p> <ul style="list-style-type: none"> • Complete project deliverables that fall within the scope of the Incubator Farm Manager’s training and educational resource development responsibilities, and support completion of deliverables for the farmer training team; • Submit reports for a small portfolio of grants based on each funders’ reporting guidelines in a timely manner; • Provide input on grant proposal project narratives as needed; • Manage technical assistance notes on each farmer via our Case Management System in Salesforce; • Support annual farmer survey collection. 	<p>10%</p>

	0%
	%
	%
	%
<i>This description is not intended to be all-inclusive. Employee may perform other duties as assigned to meet the ongoing needs of the organization.</i>	

Minimum Required Experience, Education, Background, And Certifications/Licenses
<p><i>Special Requirements</i></p> <ul style="list-style-type: none"> • Comfortable working both in a collaborative office setting and independently on a farm; • Ability to safely operate 65hp+ tractors with multiple implements; • Ability to haul trailers loaded with heavy farm equipment and maneuver safely in and out of fields; • Ability to work a flexible schedule, including some evenings and weekends; • Access to reliable private transportation; • Valid drivers' license and clean driving record. <p><i>Qualifications</i></p> <ul style="list-style-type: none"> • Bachelor's Degree in relevant field OR experience equivalent to a Bachelor's degree in agricultural training and multiple aspects of farming; • Agricultural training and experience in multiple aspects of farming and farm enterprise is essential; • At least three years' experience in providing instruction/mentorship in the areas of crop production, marketing, and business planning; • Experience in adult education and teaching to diverse learning styles; • Experience in regenerative agriculture, complying with Certified Organic production and record-keeping requirements, and promoting reduced tillage practices to conserve soil health • Ability to build relationships with early-stage beginning farmers and immigrant and refugee farmer participants; • Friendly, personable, good sense of humor, demonstrates empathy, and ability to maintain positive relationships under pressure; • Ability to manage large groups of volunteers; • Highly organized and good attention to detail; • Self-motivated, self-directed; • Strong leadership and diplomacy skills; • Ability to manage multiple competing tasks and work well within a rapidly-changing environment; • Excellent customer service, organizational, and interpersonal skills; • Excellent oral and written communication skills; • Familiarity with federal and private grants proposals and reports, or willingness to learn.

Additional Preferred Experience, Education, etc.

- Prior farm management/farm business ownership experience;
- Experience managing a certified organic farm;
- Experience managing historic working landscapes where aesthetics are important (field edges neat and tidy; clean farm; neat rows of implements);
- Experience with food safety compliance and training;
- Working knowledge of computer software (MS Office, social media, spreadsheets), and Salesforce experience;
- Community organizing and cross-cultural experience.
- Additional languages spoken a plus.

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

Physical and Mental Requirements:

The Americans with Disabilities Act requires employers to make reasonable accommodations for a person with a disability. The information below is needed to assist the university in meeting these regulations.

Click all that apply:

Physical Demands:

- | | | | | |
|---|--|----------------|---|--|
| <input checked="" type="checkbox"/> Standing | <input checked="" type="checkbox"/> Lifting | <u>50</u> lbs. | <input checked="" type="checkbox"/> Pushing/Pulling | <input checked="" type="checkbox"/> Seeing |
| <input checked="" type="checkbox"/> Walking | <input checked="" type="checkbox"/> Carrying | <u>50</u> lbs. | <input checked="" type="checkbox"/> Squatting/Kneeling | <input checked="" type="checkbox"/> Hearing |
| <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Writing | | <input checked="" type="checkbox"/> Driving | <input checked="" type="checkbox"/> Speaking |
| <input checked="" type="checkbox"/> Climbing | | | | |
| <input type="checkbox"/> Other: Click here to enter text. | | | <input type="checkbox"/> Other: Click here to enter text. | |

Physical Environment:

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> Chemicals | <input type="checkbox"/> Carcinogens | <input checked="" type="checkbox"/> Dirt | <input checked="" type="checkbox"/> Animal Tissue/Fluids |
| <input type="checkbox"/> Bio hazardous Materials | <input checked="" type="checkbox"/> Toxic Chemicals | <input type="checkbox"/> Radiation | |
| <input type="checkbox"/> Other: Click here to enter text. | | <input type="checkbox"/> Other: Click here to enter text. | |

Mental Demands:

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> Detailed Work | <input checked="" type="checkbox"/> Reading | <input checked="" type="checkbox"/> Frequent Deadlines | <input checked="" type="checkbox"/> Frequent Interruptions |
| <input checked="" type="checkbox"/> Periods of Concentrated Attention | <input checked="" type="checkbox"/> Frequent Contact with People | <input checked="" type="checkbox"/> Multiple Concurrent Tasks | |
| <input checked="" type="checkbox"/> Other: Supervising volunteers, staff in high-paced physical environment | | <input checked="" type="checkbox"/> Other: Safely maneuvering farm equipment and implements in tight spaces | |

Occupational Exposure:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Research/Lab Animals | <input type="checkbox"/> Domestic Animals | <input type="checkbox"/> Livestock/Horses | <input checked="" type="checkbox"/> Wildlife |
| <input checked="" type="checkbox"/> Other: Farm operations; heavy equipment | | <input type="checkbox"/> Other: Click here to enter text. | |

Working conditions: (Consider exceptional working conditions, travel requirements, non-standard work schedule, etc.)

Periods of intense farming activities are April through October where multiple days per week will require long hours, and completion of field preparation, farm management, cultivation, and service to customers (incubator farmers). Work happens on farm/outside with limited heating/cooling, so it can be extremely hot or extremely cold, wet, muddy, snowy, or other variable conditions depending on the weather. If adverse weather events or major equipment or infrastructure malfunctions on the farm, the Farm Manager may need to respond at any time of day or day of week to assess and provide critical response.

UNIVERSITY MISSION: Tufts is a student-centered research university dedicated to the creation and application of knowledge. We are committed to providing transformational experiences for students and faculty in an inclusive and collaborative environment where creative scholars generate bold ideas, innovate in the face of complex challenges and distinguish themselves as active citizens of the world.

TUFTS COMPETENCIES: Tufts competencies describe the knowledge, skills and behaviors required to effectively perform a job in the university:

Expertise: Requisite skills for the position; sharing of expertise; support of others in learning and skill building; pride in work; commitment to professional development.

Interaction with Others: Demonstrated communication skills; openness to different viewpoints; respect shown for others; collaboration on joint projects and decisions; ability to give and receive candid and helpful feedback.

Continuous Improvement: Measurable improvement made in systems or processes; system efficiency; innovation and creativity; commitment to generating new solutions and ideas.

Customer Focus: Attention to and focus on customer satisfaction; effective and appropriate relationships with customers; successfully anticipate and meet the needs of both internal and external customers.

Resourcefulness and Results: The ability to work effectively in a variety of situations; demonstrating good work habits, flexibility and initiative; using multiple resources to achieve desired results; seeking input and assessing risks when decision making; committing to getting things done.

Leadership: Model desired behavior for position; act as catalyst for change through positive energy. (For management positions, refer to the Leadership Competency Model.)

MANAGEMENT APPROVER NAME:	TITLE:	DATE:
Jennifer Hashley	Director	9/4/2020
HR/COMPENSATION APPROVER NAME:	TITLE:	DATE:
Click here to enter text.	Click here to enter text.	Click here to enter a date.