



Farm Manager Sanctuary One Position Description

Position Title: Farm Manager

Reports To: Executive Director

FLSA Status: Exempt, Permanent, Full-time

Category: Non-Resident Employee

SUMMARY: The Farm Manager of Sanctuary One is responsible for the overall day-to-day physical operation of the Sanctuary. Develops and implements programs to achieve short and long-term goals. Recommend, implement, and monitor safety practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for property development and farming operations, including new construction, repairs, maintenance, irrigation, fencing, house and building upkeep, hay production, and general landscaping.
- Maintain and repair equipment and vehicles.
- Work in conjunction with the Animal Care Manager to order and maintain farm and animal supplies as needed.
- Work in conjunction with the Program Manager to maintain garden and other earth care supplies and equipment as needed.
- Work with the Executive Director to develop annual budget related to the overall operation of the farm and monitors expenses for these areas.
- Develop and implement short and long-term maintenance plans.
- Manage and supervise Operation Assistant staff.

SECONDARY DUTIES AND RESPONSIBILITIES include the following:

- Assist with animal care chores as needed.
- Assist with managing the garden.
- Oversight of risk management, including managing building and property insurance, and serves as the organization's safety officer. Comply with all safety and work rules, policies and procedures.
- Maintain competency in all position responsibilities. Remains competent and current through self-directed professional reading, developing contacts with community professionals, attending professional development courses, and attending training and/or courses as required.
- Assist with the cultivation, training, and mentoring of interns and volunteers.
- Assist with public tours and service learning groups including local schools, churches and other organizations.
- Maintain and develop farm management policies and procedures, recommending changes as needed.

- As a team player, perform general administrative tasks such as email, phone, greeting guests, and processing paperwork.
- Collect, analyze, and present reports and information as required.
- Attend meetings and participates as requested.
- Provide support and serves as back-up to other staff positions as needed.
- Other related duties as assigned.

Communication and Professionalism

- Interacts in a kind, compassionate, and professional manner, in keeping with the mission of Sanctuary One.
- Team player with excellent interpersonal and customer service skills.
- Exhibits a high degree of diplomacy in dealing with individuals over the phone or in person.
- Communicates effectively with fellow employees, Board members, visitors, donors, volunteers, and vendors.
- Maintains confidentiality and security.

Required Knowledge, Skill and Ability

- Knowledge of best practices related to organic farming practices, hay production, carpentry, and at minimum minor mechanical, electric and plumbing knowledge.
- Ability to safely drive and utilize farming and trailer equipment.
- Ability to perform physical labor in all kinds of weather conditions.
- Ability to work in a team environment.
- Computer proficient (databases, data entry, e-mail, Excel, Word, PowerPoint, Internet, etc.).
- Ability to speak, read, write legibly, follow verbal or written instructions and perform basic math.
- Must be flexible, dependable and responsive.
- Ability to plan, organize, and prioritize.
- Ability to collect, maintain, and analyze data.
- Must be able to work independently.
- Job requires lifting 20+ pounds.

Education, Experience and Licensure

- Bachelor Degree in related field or 3 years of on the job training.
- Prior farm operation experience.
- A minimum of 2 years computer experience.
- Valid driver's license.
- Ability to pass a background check.