

**Agriculture and Land-Based Training Association (ALBA)
Position Announcement**

Title: Farm Incubator and Business Manager

Status: Full-Time/Exempt/At-Will.

Date: November 10, 2011

The Organization: ALBA is a community-based non profit organization whose mission is to advance economic viability, social equity and ecological land management among limited-resource and aspiring farmers on California's Central Coast. ALBA carries out its mission through the provision of training, technical assistance, and access to land, at its two bilingual education centers in Salinas and Watsonville. ALBA supports the development of agricultural entrepreneurs, and engages in entrepreneurial activities to support its diverse programs. ALBA Organics is one such enterprise – a \$3 million+ produce distribution business that serves the market access needs of farmer participants.

Supervision:

The Farm Incubator and Business Manager reports to ALBA's Executive Director.

Responsibilities:

Primary responsibility is to lead and supervise the management of ALBA's Farm Operations and Farm Incubator Team to ensure effective provision of services for farm business incubator tenants and provide sustained outreach and partnerships with a broad diversity of farmers.

The incumbent will plan and coordinate monthly farmers' meetings at both farms and program planning in conjunction with the Farm Team and other staff in implementing the following practices:

- Farmer Technical Assistance and Extension
- Farm and Equipment Safety
- Security of Persons and Property
- Building & Road Management
- Potable Water System Management
- Irrigation System Management
- Equipment Management
- Conservation, Restoration and Landscaping/Beautification
- Maintain CCOF and CDFA certifications and other records
- Support food safety education

Another key responsibility is effective and comprehensive record-keeping for farmer education, lease compliance, and maintenance/inspection logs. This position also plays a key liaison role with numerous agencies and partners crucial to maintaining two certified organic farms and related educational programs.

Primary areas of business and farm management/administration under this position's supervision include:

- Land Allocation and annual lease renewals and contract management
- Maintain and build Technical Assistance relationships with farmers and cultivate additional assistance from partner organizations and individuals.
- Document and maintain comprehensive Monitoring & Evaluation processes.
- Participate in regular Program Team meetings
- Manage program and grant budgets and ensure their appropriate use.
- Prepare grant reports and support program development and fundraising

Qualifications:

- A Bachelor's degree and 3-5 years of experience in commercial farming operations is desired or 5-10 years experience without a degree
- Experience in organic farming and/or farm management is desired
- Bilingual in Spanish and English is desired.
- A strong understanding of how to integrate hands-on, interactive teaching methods as well as develop literacy among the students is important to this position.
- Ability to work outdoors in a variety of conditions and places, including in potentially inclement weather.
- Ability to work well in a fast-paced environment, exhibiting flexibility, able to work on multiple tasks simultaneously and to adjust to competing priorities.
- A willingness to work a flexible schedule including early morning, nights and weekends as needed.

Salary Range is \$42,000 - \$50,000 commensurate with experience.