

Agriculture and Land-Based Training Association (ALBA)

Position Announcement – Starts March 2010

Title: Incubator Program Manager

Hours: 100% Full-Time Equivalent (FTE)

Status: Exempt

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. We do this through the provision of training, demonstration, technical and marketing assistance, and access to land, at our two bilingual education centers. Serving a primarily Latino audience, ALBA's work is grounded by the belief that in order for limited-resource and aspiring farmers to gain a foothold within California's highly competitive agricultural sector, they must have access to information, capital and land – and initially, reduced-risk farming and business incubation opportunities. In carrying out its mission, ALBA aims to contribute to a more just and sustainable food system.

Supervision:

ALBA's Director of Programs (DP) supervises the Incubator Program Manager (IPM). In the case of the DP position being vacant, the IPM shall be supervised by the Executive Director, with support from the Deputy Director.

Responsibilities:

Primary responsibility is to lead and supervise the Farm Team, including a farm management assistant and two to four full- or part-time interns. The successful candidate will ensure effective provision of services for incubator tenants and sustained implementation of a Farm Management Checklist. This position will also play a key liaison role with numerous agencies and partners crucial to maintaining two certified organic farms and related educational programs.

Outreach and partnerships with a broad diversity of farmers are central responsibilities. The incumbent will plan and coordinate regular farmers' meetings at both farms and contribute significantly to a monthly farmers' bulletin produced by the Development & Communications Associate. Meetings are currently held monthly at both farms. The Incubator Program Manager will be responsible, in collaboration with the Management Team, for reviewing the effectiveness of this monthly meeting structure and propose alternative options in partnership with farmers. In addition, the incumbent will facilitate the Production Committee of farmers whose goal is to provide timely feedback and support in planning and managing activities at the Small Farm Incubators.

The position is also responsible for program planning, performance tracking and regular reporting, including contributing to both grant reports and proposals. The successful candidate will establish and reorganize project priorities on an ongoing basis. The Farm Team meets weekly and receives new tasks to be prioritized from maintenance requests/logs for both farms. In addition, the Incubator Program Manager will facilitate monthly and annual program planning in conjunction with the Farm Team and additional staff.

Primary areas of farm management under this position's supervision include:

- Farmer Education, Extension and Technical Assistance
- Farm and Equipment Safety
- Security of Persons and Property
- Building & Road Management
- Potable Water System Management
 - Ensure monthly water quality monitoring and compliance
- Irrigation System Management
- Equipment Management
- Conservation and Restoration
- Organic Integrity and Food Safety
 - Maintain CCOF certification
 - Maintain CDFCA producers' certification
 - Support food safety education
- Landscaping/Beautification
- Staff/Intern Supervision, including a 1.5-acre Demonstration Garden
- Program Monitoring & Evaluation
- Land Allocation (annual lease renewals and contract amendments)

Another key responsibility is effective and comprehensive record-keeping for farmer education, lease compliance, and maintenance/inspection logs. Tools established for these purposes include a client-relationship-management database provided by Salesforce.com as well as farmer lease files and various inspection logs.

The Incubator Program Manager is also responsible to ensure the following key factors guide program management at ALBA:

Governance – Ensure that structure, process, and procedures to control incubator operations are clear to farmers and staff, and are implemented consistently.

Standards – Ensure program activities are guided by targeted outputs and outcomes.

Alignment - The program must support organizational mission and vision, overall goals and a holistic perspective to support cross-program objectives.

Quality Assurance - Verify and validate the program in collaboration with farmers, ensuring adherence to standards and alignment with the ALBA mission and vision.

Management - Ensure regular reviews of farmer lease compliance and technical assistance provided by staff and external providers; ensure personal and shared accountability, and manage distinct projects, vendors, and other stakeholders.

Integration - Optimize performance across the program value chain, functionally and technically. This requires planning, coordination, monitoring and evaluation in collaboration among the Farm, Program and Management teams..

Finances - Track basic costs together with wider costs of administering the program, including year-to-year financial projections.

Infrastructure - Allocation of resources influences the sustainability, cost and success of the program and individual participants.

Planning - Develop annual plans that bring together the information on project goals/objectives, resources, timescales, monitoring and control.

Improvement - Continuously assess performance; research and develop new capabilities; and systemically apply learning and knowledge to the program, facilities and equipment.

Qualifications:

The position requires experience in organic farming and/or farm management as well as proficiency with adult education teaching methodologies. The candidate must have the ability to meet and verify learning objectives and reach a wide variety of learning styles. Our bilingual and monolingual students/farmers have a diverse range of education levels, with some having a low-level of formal education. For that reason, understanding how to integrate hands-on, interactive teaching methods as well as develop literacy among the students is important to this position. A Master's degree and 2-3 years of experience is desired or 3-5 years experience with a Bachelor's degree. Candidate must be bilingual/bi-literate in Spanish and English. Candidate also must be able to work outdoors in a variety of conditions and places, including in potentially inclement weather.

Compensation:

Annual salary range is \$40,000 - \$45,000, depending on experience. This is an Exempt position. ALBA offers a comprehensive benefits package including employer-paid health insurance benefits for employees and subsidized premiums for dependents, Simplified Employer Pension with employer contribution, access to employee-funded 403(b) retirement plan, and 2.5 weeks of paid vacation during the first year of employment.

Location:

This position is based at ALBA's Rural Development Center located 10 miles south of Salinas, California. However, this position will also oversee management of ALBA's Farm Training & Research Center which is located in North Monterey County.

To Apply:

Please send letter, resume, and three references to Search Committee, ALBA, PO Box 6264, Salinas, CA 93912, email brett@albafarmers.org or fax to 831-758-3665. Position is open until filled. ALBA is an equal opportunity employer, and does not discriminate on the basis of race, color, disability, sexual orientation, or otherwise. ALBA is a drug-free work place.