

Job Title: Urban Farming Manager
Reports To: Director of Programs
Starting salary: 55,000



The mission of KNOX is to connect and empower our communities to grow a greener, healthier Hartford.

The Urban Farming Manager will serve as the organization's leader in growing and urban farming. The Urban Farming Manager will manage the urban farming program, including the implementation of the farming curriculum, supervising program participants, maintaining KNOX greenhouses and farm plots, and meeting organizational program and grant deliverables.

The Urban Farming Manager is expected to model KNOX's organizational values of teamwork and respect. Living these values means we must consider the safety, feelings, traditions, and preferences of everyone in our ecosystem. It also means we must be open to working with others and listening for opportunities.

This is the position for you if you are:

- Outgoing
- Comfortable teaching in a non-traditional setting
- Don't mind getting down and dirty
- Have a strong understanding of urban growing
- Want to help others succeed
- Enjoy collaborating with others
- Familiar with the City of Hartford

RESPONSIBILITIES

Program Development

- Lead and manage the KNOX Urban Farming program, including meeting all grant requirements and program deliverables.
- Plan use of greenhouse space to effectively meet the needs of KNOX Urban Farming Program.
- Schedule and coordinate educational training and curriculum for program participants.
- Facilitate workshops related to the program.
- Assist with engagement of volunteers for the urban farming program.
- Manage and maintain (3) greenhouses and (1) high tunnel and all KNOX farm space.
- Oversee maintenance of hydroponic systems.
- Create and maintain a maintenance schedule for the greenhouses, high tunnel, farm plots and hydroponic systems.
- Provide monthly programmatic updates to program participants in person and electronically.
- Collaborate with the Director of Programs and the Executive Director to secure additional program space.
- Plan, promote, and implement KNOX Farmers Market in season.

Program Tracking and Evaluation

- Manage the Urban Farming program budget and expenses with support from the Director of Programs.
- Track monthly program deliverables for Urban Farming program.
- Input and manage participant data in DonorPerfect.
- Oversee implementation of program evaluation processes.

Partnerships & Outreach

- Engage in ongoing year-round recruitment for the KNOX Urban Farming Program.
- Represent KNOX at collaboratives focused on food production/systems, community groups, and city commissions.
- Manage existing partnerships to help maintain and improve the quality of the urban farming program.

Organizational Support

- Engage farming participants to support other KNOX programs when relevant.
- Represent KNOX at tabling opportunities to engage community members in the right opportunities at the organization.
- Provide support to organizational events such as KNOX Golf Tournament, Booth and Bash, and Harvest Market.

QUALIFICATIONS (REVIEW)

- Commitment to KNOX's mission and to fostering a culture of teamwork and respect.
- 2-3 years of farming experience, preferably urban farming.
- 1-2 years facilitating programs or managing program participants.
- At least one year of horticultural experience or master gardener experience or proven ability to facilitate plant care.
- At least one year of greenhouse maintenance experience.
- Proven ability to yield a successful harvest.
- Ability to operate farming and landscaping equipment.
- Knowledge of CT Farmers Markets is a plus.
- Excellent customer service skills.
- Effective computer and software skills including Microsoft Office Suite.
- Experience collaborating on highly performing teams.
- Ability to present information effectively, both verbally and in writing.

To apply, send a cover letter and resume to jessicag@knoxhartford.org

KNOX, Inc. is an Equal Opportunity Employer (EOE.) Qualified applicants are considered for employment without regards to age, race, religion, sex, national origin, sexual orientation, disability, or veteran status.