



Position: Director of Urban Agriculture & Food Initiatives

Reports to: Executive Director **Location:** Newark, NJ

Compensation: \$60,000-\$70,000 plus benefits (Exempt)

ABOUT US

Greater Newark Conservancy fosters collaboration in our community at the intersection of environmental, food, and racial justice to promote the health and well being of Newark residents. Our programs work to reverse the long history of systemic racism to improve social determinants of health by expanding access to green spaces, nutritious food, wellness education, and youth development. See website at www.citybloom.org.

POSITION DESCRIPTION

Greater Newark Conservancy seeks an innovative and enthusiastic Director of Urban Agriculture and Food Initiatives, to design and implement food-based initiatives and agricultural programming, while supervising daily operations of the Hawthorne Avenue Farm. This position reports directly to the Executive Director with responsibility for supervising the following personnel: Farm Stand Coordinator, Farm Manager, Assistant Farm Manager, and Plot-it-Fresh Coordinator. Duties also include implementation and management of the following programs and initiatives to ensure effective operation of the Conservancy's closed-loop food system: Plot-it-Fresh Community Garden Program; Farm Stands/ Farmers Markets; Hydroponic Greenhouse; Community Garden Mini-Grants.

JOB DUTIES

Budgeting & Financial Management

- Contribute to the development and management of annual organizational and programmatic budgets.
- Track and manage programmatic expenditures.
- Manage procurement of departmental equipment and supplies.
- In collaboration with the Director of Education, direct distribution of funds as part of the Conservancy's Community Garden Mini-Grants program.

Grants Administration & Management

- In collaboration with the development team, contribute to grant proposals, reports, and relationship building with funders.
- Maintain accurate and timely records inclusive of program data.
- Manage implementation of the following government grants and serve as primary point of contact:
 - USDA - NIFA Community Food Projects Grant: Manage budget, develop reports, and maintain regular communication with USDA National Program Leader.
 - Nourishing Newark Community Grants Program: Develop/ implement mini-grant program; convene steering committee; maintain relationships with mini-grant recipients.



Program Management & Implementation

- Supervise three full-time and one part-time staff members.
- Direct operations of Hawthorne Avenue Farm and one satellite garden.
- Develop and implement policies and procedures for community gardeners, including oversight of the application process and plot assignments.
- Develop and implement programming to connect residents with urban agriculture.
- In collaboration with the Director of Education, implement farm-based, school festivals.
- Maintain and expand monthly farmer's market at Hawthorne Farm and Prudential Outdoor Learning Center in collaboration with partner organizations and Executive Director.
- Develop strategy for production and distribution of produce from hydroponic greenhouse in collaboration with the Facilities Manager.
- Support cross-departmental collaboration on activities and programs.
- Other duties as assigned by the Executive Director.

Relationship Building & Management

- Build and nurture relationships with 150+ community gardeners annually as part of the Plot-it-Fresh program.
- Establish partnerships with local organizations to expand farm stand offerings throughout the city of Newark.
- In collaboration with Director of Operations & Special Projects, manage corporate and individual volunteer opportunities.
- Participate in relevant community meetings when required.

QUALIFICATIONS:

- 5+ Years of experience in the field of Urban Agriculture/ Urban Food Systems and Community Based programming preferred.
- Familiarity with/ strong interest in urban food systems in the City of Newark.
- Strong people management, interpersonal, and supervisory skills; Must be personable.
- Adept at project management; Ability to translate strategy into feasible work plans.
- Attention to detail with ability to organize and maintain detailed records.
- Strong written and verbal communication.
- Supervisory experience; Team player.
- Experience managing government grants desired.
- Computer/ Technology skills (Google suite, Microsoft suite, Zoom, WebEx, etc.)
- Valid driver's license and clean driving record required.
- Knowledge of Spanish and/or Portuguese desired.
- Sense of humor a must.

SEND RESUME AND COVER LETTER TO:

Michele Robinson, *Director of Operations/ Special Initiatives*

Greater Newark Conservancy

32 Prince Street

Newark, NJ 07103 mrobinson@citybloom.org

