



# Senior Farm Program Manager Job Description

Position Title: Senior Farm Program Manager

Reports To: Director of Programs

## About Village Exchange Center

The Village Exchange Center (VEC) is a dynamic community center that fosters a vibrant, inclusive environment for residents of all backgrounds. We empower immigrants and refugees to leverage their unique strengths to enrich our community through programs centered on connection, celebration, and support. The Village Farm is dedicated to increasing access to fresh and culturally relevant food while serving as a gathering space for cultural exchange, education, and celebration.

## The Opportunity

VEC is seeking an entrepreneurial and experienced Senior Farm Program Manager to lead the overall success, execution, and growth of the Village Farm. This role is responsible for the full lifecycle of the farm program, from crop planning and day-to-day operations to strategic reporting and the development of social enterprise initiatives. The ideal candidate is a hands-on leader who can balance the seasonal demands of regenerative farming with high-level management of grants, contractors, and earned income programs. You will be the lead implementer for the farm, translating strategic goals into operational excellence and financial sustainability.

## Core Responsibilities

### Farm Strategy & Operations

- Oversee day-to-day operations of the Village Farm using regenerative practices to improve the health of the land and local environment.
- Design and implement the annual crop plan, including seeding, transplanting, succession planting, and harvesting schedules.
- Coordinate and execute all fieldwork activities, ensuring site safety, cleanliness, and safe food handling practices.
- Manage all preseason preparation, equipment maintenance, and purchase requirements.
- Ensure crop production is optimal and provides the high-quality yields required for food distribution partners.

### Social Enterprise & Earned Income

- Identify and develop social enterprise opportunities to create sustainable earned income for the Village Farm.
- Lead the Village Farm flower subscription program and other Community Supported Agriculture (CSA) initiatives.

VILLAGE EXCHANGE CENTER

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- Establish and manage an event and rental program at the farm to maximize site utility and revenue.
- Utilize social media and marketing strategies to tell the farm’s story and build community support for earned income programs.

### **Urban Farming Immersion (UFI) & Education**

- Direct the successful execution of the Urban Farming Immersion (UFI) program, including curriculum development and implementing training pathways.
- Manage the recruitment, interviewing, and onboarding of UFI participants and interns.
- Develop and lead skill-building activities in the field to support participant development.
- Design educational opportunities for the general public and stakeholders to learn about regenerative agriculture.

### **Program Admin, Grants & Reporting**

- Manage the annual farm budget and programmatic deliverables for all farm-related grants, ensuring metrics and outcomes are met.
- Ensure accurate and timely submission of all program reporting, including monthly and annual accomplishment reports.
- Oversee digital data tracking, including crop plans, harvest logs, germination rates, and donation/sales tracking.
- Establish and monitor key performance indicators (KPIs) to drive data-informed decision-making for farm growth.

### **Team Leadership & Partnerships**

- Manage and mentor farm personnel, including contractors, volunteers, interns, and day laborers.
- Support the recruitment and management of individual and group volunteers for farm operations and external VEC events.
- Develop and maintain strategic partnerships with local organizations and stakeholders to further the goals of the Village Farm.
- Represent the Village Farm at community outreach events to establish rapport and identify new partnership opportunities.

### **Qualifications & Attributes**

- Experience: 5+ years of experience in managing agricultural programs and leading multi-generational or multi-cultural teams.
- Technical Knowledge: Demonstrated knowledge of regenerative agricultural practices and complex crop planning.
- Leadership: An entrepreneurial, self-directed leader who excels in fast-paced environments and can create structure amidst seasonal ambiguity.

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- Project Management: Proven ability to manage complex projects and budgets with a strong understanding of grant compliance.
- Communication: Excellent interpersonal and communication skills; bilingual proficiency in English and Spanish is strongly preferred.
- Physical Ability: Ability to physically work in diverse weather conditions, including standing or bending for long periods.

### **Compensation and Benefits**

- Salary Range: \$55,000 - \$65,000 per year.
- Job Type: Full-time, on-site.
- Location: Village Farm at the Stanley Marketplace and Village Exchange Center main office in Aurora, Colorado.
- Benefits: Medical and dental insurance, 401(k) contribution, paid vacation, and holidays.

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*The Village Exchange Center is an equal opportunity employer and encourages applications from all qualified candidates, especially those from non-dominant communities.*