

**Town of Natick  
Job Description**

<b>Position Title:</b>	Executive Director, Farm	<b>Grade Level:</b>	3
<b>Department</b>	Community Services	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Director of Community Services		

**Statement of Duties:** Serve as the chief executive officer for a 27-acre, certified-organic educational farm in a public/private partnership with NCOF, Inc; a non-profit organization. Responsible for overall management of strategic, agricultural, operational, programmatic, financial and educational activities of the Division.

**Supervision Required:** The employee has dual reporting relationships. The employee performs responsibilities under the general supervision of the Director of Community Services, who provides policy direction and assists in priority setting. The employee also reports to the Natick Community Organic Farm Inc. Board of Directors on day-to-day nonprofit operations and finances.

**Supervisory Responsibility:** The employee is responsible for the supervision and oversight of all Town of Natick farm employees, Natick Community Organic Farm Inc. (NCOF Inc.) employees, and volunteers. Responsibilities include but not limited to making work assignments, evaluating performance, and training all personnel in all details of farm operations. Most work is on the same shift, but at various locations on the farm. Most work is planned and carried out according to plan, but there are occasional, unforeseen situations which must be handled at the time of occurrence.

**Accountability:** Position is accountable for the performance of the entire farming operation, personnel (staff and volunteers), and educational programming and to ensure the building of collaborative, cooperative, and positive relationships with professionals inside and outside of government. Executive Director ensures that operation, care and maintenance of farm operation complies with all aspects of the Lease Agreement between the Town and NCOF, Inc.

**Judgement:** Incumbent must exercise considerable judgement in the execution of his/her duties, requiring thorough knowledge and understanding of municipal policy, administrative best practices, and any/all applicable laws or regulations concerning agriculture, ~~food~~ food safety, nonprofits, and programming. The person in this position is constantly mitigating risk to ensure the safety of staff, visitors, volunteers, and livestock.

**Complexity:** The position is highly complex in nature, demanding a high level of acumen in the areas of crop production, livestock management, physical dexterity, relationship building, public relations, program development, financial management, leadership, problem solving, and organizational management. Successful performance of duties results in the smooth running of a profitable, complex diversified farming operation that creates formal and informal hands-on learning opportunities for youth and people of all ages. Communication, interpersonal and team building skills are essential, particularly given the dual reporting relationships.

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**Confidentiality:** Individual judgement and the application of professional knowledge and experience are required in selecting the appropriate protections, procedures, regulations, or guidelines to apply in each case. Routinely works with confidential donor, personnel and municipal laws and regulations.

**Work Environment:** High physical demands are common to this class of positions, principally in walking, running, repetitive bending and stooping. In addition, incumbent lifts, carries and places many objects weighing 50 to 60 pounds daily. Stress is caused in the effort of farming efficiently while simultaneously educating, and monitoring multiple programs. The work environment is primarily out-of-doors, where work is affected by weather conditions. Safety hazards are present calling for special precautionary measures to be followed and ensure the public of a safe environment.

**Nature and Purpose of Contacts:** Position interacts with many Town officials, the Board of Directors of NCOF Inc., and farm staff to set priorities in farming, programming, and fundraising. Position also interacts substantially with public and external contacts such as suppliers and vendors, bankers, attorneys, or other professionals to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems.

**Occupational Risks:** Agricultural duties regularly present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in injury to himself/herself, employees, and visitors, given the presence of livestock, tractors, sharp tools, tillers, and mowers. In a larger context, the well-being of the entire farm (its overall financial and programmatic health) ultimately rests with the ability of the Executive Director to carry out a complex array of operational, financial and relationship-based duties in a way that simultaneously promotes experiential programming and sustainability over time.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. To work toward the long-term success of NCOF, Inc., employee will:*

### **LAW, SAFETY, INSURANCE**

- Ensure for the safety of all participants and the visiting public on a working 27-acre farm.
- Understand nonprofit law, municipal law and their interrelationship.
- With the NCOF Inc. Board of Directors, provide insurance requirements necessary to meet NCOF Inc.'s 30-year lease with the municipality and for the protection of the Farm.
- Understand and manage the farm's contractual relationship with the Town of Natick.

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### **STRATEGIC MANAGEMENT**

- Craft short and long-term strategic direction in conjunction with NCOF, Inc. and the Director of Community Services which ensures for the on-going, sustainable success of farm operations. Ensure Farm staff and volunteers are kept apprised of strategic direction and are adequately prepared to undertake new initiatives.
- Ensure for the productive, positive working relationships with NCOF, Inc. and the Director of Community Services through regular communication, cooperative problem solving and attendance of scheduled meetings.
- Ensure municipal administration, boards, committees and commissions are kept apprised of any/all issues or potential issues relative to operations, facilities and equipment.
- Attend monthly NCOF Inc. Board of Directors meetings; present monthly Executive Director's Report on farm happenings.
- Maintain positive working relationships with the Natick Public Schools, the Conservation Commission, Department of Public Works, the Health Department and other stakeholders.
- Present "the state of the farm" annually to the Natick Conservation Commission to keep them up-to-date and informed of farming operations and plans.
- Appear before Town of Natick Boards, Commissions and Committees on behalf of the NCOF and the Department of Community Services.

### **OPERATIONAL MANAGEMENT**

- Oversee the organic production of produce and flowers following Federal and State requirements.
- Ensure that the organization meets its strategic aspirations through effective operational management of people, resources and assets.
- Assess the performance of NCOF functions in relation to established goals; evaluate the performance of personnel, recommend new approaches, policies, procedures and long-range plans to effect improvement of the efficiency and effectiveness of facilities and services; implement policies and procedures.
- Ensure that all farm programs, production, and activities are in keeping with the farm's mission and the Lease agreement with the Town.
- Develop and recommend operating and capital budgets; administer expenditures; recommend and oversee collection and accounting of user fees; and establish and maintain appropriate records, statistics, reports and other required documentation including the recording of gifts.
- Ensure yearly budgets are audited and presented annually to the Town.
- Ensure staff are well trained.
- Present an annual Farm report publication in the Town's Natick's Annual Town Report.
- Recruit, select, recommend for hire, train and supervise staff; make promotion, separation, salary and other personnel recommendations; oversee recruitment, selection, training, scheduling and supervision of division volunteers.

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- Facilitate the development of Community Gardens throughout the Town. Coordinate plot use. Manage and maintain participant records and payments. Coordinate with DPW for site upkeep.

**MARKETING, FUNDRAISING, ADVOCACY**

- Oversee creation of advertising and promotional plans.
- Ensure operation effectively markets and promotes farm products and programs to individuals, businesses, and corporations.
- Oversee multiple outreach opportunities and seasonal public events.
- Develop and implement a comprehensive fundraising strategy linked to long-range planning and mission that results in successful and diversified funding from institutions and individuals for annual and capital campaigns, working closely with development personnel on grant proposals and reporting to the NCOF Board of Directors on matters of planning and oversight.
- Advocate for local farms and food production, organic agriculture, community farming, and farm-based/outdoor education at the local, state, and national level.
- Interact daily with public and private sectors.
- Engage in public speaking to promote the mission of NCOF and Town support of the farm.
- Maintain involvement with professional associations, committees and other divisions through attendance at meetings, memberships
- Perform other related duties as required.

**Recommended Minimum Qualifications:**

**Education and Experience:** or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Must have had not less than five (5) to seven (7) years of progressively responsible work experience in farm operations, education, nonprofit management, and organic land management.
- A candidate for this class of positions must have received a Bachelor's Degree in agriculture or a related field such as nonprofit management, organic agriculture, or experiential learning from an accredited college or university. A Master's Degree in related fields is preferred.
- Candidate must be in general good health, and be able to demonstrate possession of the required knowledge, skills and abilities to perform this work.

**Knowledge, Abilities and Skill**

**Knowledge:**

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- Comprehensive knowledge of agriculture, its systems and practices, equivalent to Master's level training in agriculture, animal husbandry, horticulture, working with youth, nonprofit management and organic land management.

### Abilities:

- Ability to supervise and motivate staff and volunteers.
- Ability to develop and maintain a system of records on farm operations.
- Budgeting and fiscal principles and best practices.
- Ability to communicate effectively to others, both orally and in writing.
- Ability to handle numerous projects simultaneously and with independence of action.

### Skill:

- Growing food.
- Educating.
- Managing people and livestock.
- Skill in interacting with local, regional, and state elected officials, as well as across Town departments.
- Public relations.
- Marketing.
- Fundraising.

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

#### **Physical Skills:**

- Physical demands are made daily. The ability to regularly lift 50-60 pounds is required.

#### **Motor Skills:**

- Duties involve close hand-eye coordination, physical dexterity, and driving vehicles and farming equipment.

#### **Visual Skills:**

- Ability to read, see, and differentiate between colors.

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*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*