



**NOYO FOOD FOREST
PROGRAM/BUSINESS MANAGER
JOB DESCRIPTION**

DEFINITION

The person hired in this part-time position works for Noyo Food Forest performing a number of tasks and functions directly related to the implementation of the organization's philosophy and mission, and provides direction and leadership toward the achievement of its strategic goals and objectives. The Program/Business Manager assists in organizing, and creating of programs that meet the Noyo Food Forest mission: "to cultivate and model a healthy local food system, we provide opportunities for Mendocino Coast Youth and community to learn about, grow and access garden-fresh food. "

The Program/Business Manager reports to the Board of Directors and works closely with the Board President to enable the Board to fulfill the governance function of the organization.

DIRECTION RECEIVED AND EXERCISED

Overall direction is received from the Board of Directors and immediate direction received by the Board President.

EXAMPLES OF DUTIES

- Ensures the effective functioning of the Board by advising and informing Board members on the ongoing administration and operation of the Noyo Food Forest, and supporting the Board's strategic goals and objectives. Sees that the Board is kept fully informed on the condition of the organization and all important factors influencing it.
- Provides leadership in developing program, organizational, and financial plans with the Board of Directors and staff, and in carrying out the plans and policies authorized by the Board.

- Works in collaboration with the Garden Manager in developing programming for the Learning Garden.
- Oversees design, marketing, promotion, products and services.
- Collaborates with Garden Manager on quality of programs, products and services.
- Stays informed about garden production and activities in order to effectively promote and publicizes activities, programs, and goals of the organization.
- Works with staff, the Finance Committee, and the Board in preparing a yearly budget for Board approval and prudently manages the organization's resources within those budget guidelines according to current laws and regulations. Ensures the organization meets all tax and financial reporting requirements.
- Promotes active and broad participation by volunteers in all areas of the organization's work.
- Encourages volunteer development and education
- Oversees fundraising planning and implementation, including: organizing events, identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals, administrating fundraising records and documentation, and maintaining ongoing relationships with funders.
- Actively seeks out and applies for appropriate grant opportunities.
- Administers any acquired grants.
- Ensures that reporting requirements for all funding organizations are met in a timely manner.
- Assures that the Noyo Food Forest and its mission, programs and services are consistently presented in a strong, positive image to its relevant local community stakeholders by developing promotional and outreach strategies.
- Represents the programs and point of view of the organization to agencies, organizations, and the general public.
- Promotes and publicizes the activities, programs, and goals of the organization.
- Establishes sound working relationships and cooperative arrangements with community groups, agencies, organizations, and businesses.
- Maintains a working knowledge of significant developments and trends in the field.
- Performs other duties as may be required by the Board of Directors.

MINIMUM QUALIFICATIONS

- Three years of continuous experience in the administration and program management of community based non-profit organizations, including effective management of fiscal resources and proven communication skills, both written and oral, or equivalent relevant experience.
- Bachelor's degree in a field related to management or human service programming.
 - OR Associate's degree or equivalent educational experience and at least one (1) year of relevant field related work experience.
 - OR High school diploma (or GED) and at least three (3) years of relevant field related work experience.

- Demonstrated knowledge of the principles and techniques of Organic, community-based agriculture and an understanding of the local food movement.
- Communicate effectively and establish and maintain cooperative and effective working relationships with Noyo Food Forest staff and Board, customers, public and private agencies, donors, and volunteers.
- Demonstrated success in effectively motivating the work and activities of people toward a common goal or purpose.
- Demonstrated ability to write successful funding proposals, clear program designs, and activity reports.
- Use of a computer in a work environment.
- Proficiency in Microsoft Office Software, social media platforms and other applicable technological skills.
- Bi-lingual preferred.
- Possess a valid California driver's license.

PHYSICAL REQUIREMENTS

- Sitting or standing for long periods of time; lifting light objects; hearing or speaking to exchange information; seeing to read a variety of reports and other written material; dexterity of hands and fingers to operate a computer keyboard.