

## What We Seek

The Food Project seeks a results-driven, collaborative partner to lead our farms and food distribution strategy to meet its annual goals. This position, reporting to the Co-Executive Director of People Operations, oversees the strategy and implementation of our farm and greenhouse sites in Lynn, Boston, Lincoln, Beverly, and Wenham. The farms are supported by Farm Managers, Seasonal Farm Staff, youth employees and volunteers at each of these sites. The person who thrives in this role will care deeply about relationships, collaboration, and the ability to think systematically.

## Responsibilities

---

### Program Strategy, Alignment, Impact (65%)

- Community of Practice & Alignment - Meet with the Director of Impacts and Initiatives and the Director of Learning and Programs to workshop existing models, new practices, and ensure Impact Model/Theory of Change alignment with Strategic Plan across both regions.
- Farming & Food Practices - Research, develop, document, guide, and evaluate The Food Project in our farming and food practices as aligned with our Strategic Plan. Includes the following:
  - *Farm Operations*: Direct processes around crop planning, cultivation of annuals and perennials, harvest, fertility, weed/disease/pest management, greenhouse and season extension, field and bed preparation, equipment, irrigation, facilities and equipment maintenance, etc.
  - *Distribution*: Direct partnership development and operations of our various distribution streams (e.g., Farmers Markets, CSA/HIP CSA, Wholesale, Hunger Relief Organizations, Pilots, etc.).
  - *Build-a-Garden*: Direct Lynn and Boston Farm Managers and support Food Access & Education Managers in achieving raised bed garden builds and network development in both regions.
  - *Farm and Farmer Engagement*: Work with other TFP staff to develop intersections with clear guidelines in how to engage and work with the farms and farm staff around youth engagement, community engagement, volunteer management, events, etc.
  - *Land Stewardship*: Manage partnership relationships with farm lease holders, community members, institutional partners, the earth, etc.
  - *Volunteer and Work Share Program*: Manage and work with the Director of Institutional Relations to build effective, and streamlined logistics for successful volunteer group engagement. Effectively recruit and support farmers in onboarding seasonal consistent individual help that builds expertise, and can take on various specialized tasks throughout the season.
  - *Collaboration*: Explore and pilot potential collaborations with other farms, farmers, native communities, institutions, individuals around farms and food distribution.



**The Food Project**

---

## The Food Project (TFP)

### TFP Values

Diversity, Inclusion,  
Belonging, Equity (DIBE)

## Land Acknowledgement

---

### **Position:**

Director of Farms and Food

### **Salary Range:**

**\$77,000 to \$84,500**

## Employee Benefits

- Observation/Coaching/Facilitating - Rotating visits for farms to observe, coach, and participate as needed in implementation of farm and food programs.
- Curricular Focus - Work in collaboration with the Director of Learning and Programs and Director of Impacts and Initiatives to focus on Youth Crew farm and food curricular development in line with our Impact Model/Theory of Change and Strategic Plan.

### **Management (15%)**

- Supervision - Directly supervise with one on one meetings the Lynn, Boston, Lincoln and Wenham Farm Managers.
- Supervised by - Co-Executive Director of People Operations
- Regional Team Meetings - Work with Associate Directors of Youth and Community Programs to convene regional staff to build relationships and trust, manage overlapping logistics, and ensure alignment across regions.
- Greater Boston and North Shore Farm Operations and Distribution - Convene farm teams to ensure alignment across both regions that are informed by Strategic Plan and Regional Team Meetings.
- Coaching - Coach direct reports to improve job skills, achieve work goals by developing coaching plans, assist with goal setting, teach effective job tasks, teach organizational skills, and by providing guidance and support to foster better-performing teams.

### **Administration (10%)**

- Budget, Annual Planning, Data Collection and Input - oversee respective budgets, build respective annual plans, review variance reports, data collection and entry, finance allocation, and Paychex management.
- Recruitment - build, maintain and implement respective recruitment processes for ongoing full time and seasonal positions amongst the team as necessary.
- Meetings - Participate in all-staff meetings, training, and provide cross-department support.

### **Organizational Health (10%)**

- Participate in our justice, equity, diversity, and inclusion initiatives.
- Prepare and participate in structured, regular feedback sessions.

### **Qualifications**

- Must embrace TFP's mission, goals, and commitment to building just food systems..
- Committed to helping to foster an environment of equity and belonging.
- Committed to contributing to an organizational culture of learning and wellbeing.
- Minimum of 5 years of farm management and supervisory experience.
- Excellent project management skills, well-organized, and attentive to detail.

- Excellent time management, especially when working collaboratively and balancing competing internal priorities and external deadlines.
  - Solution oriented outlook and growth mindset.
  - Strong interpersonal skills and ability to build effective relationships.
  - Ability to balance attention to process, results, and relationships.
  - Comfort working within our data management systems: Salesforce, Asana, Google applications, Paychex, RAMP, and Microsoft Office Suite.
  - 21+ years of age with a valid driver's license and clean driving record (required for use of TFP vehicles)
  - Experience leading groups safely and productively
  - Experience working in multicultural community settings
  - Able to pass a CORI/SORI background check
- 

### **Location & Schedule**

This is a full-time job 40 hours/week.

During the off season, the majority of this job can be accomplished at a desk—either in a TFP office or at home—using a laptop provided by TFP. Each of our offices is accessible by public transportation. However, you must be able to provide your own transportation to travel, as required, typically three to four days per week, depending on the season, between our program sites and administrative offices in Boston, Lynn, Wenham, and Lincoln.

Occasional weekend and evening work is required for special events

### **Recruitment Process**

Please send resume and cover letter via email to: [jobs@thefoodproject.org](mailto:jobs@thefoodproject.org). In the subject line, write your name and the position for which you are applying, eg: "Jordan Smith – Full JOB TITLE".

We will review all submissions, identify viable candidates and contact ONLY those individuals selected to continue in the search process. The position will be filled when a desired candidate is found.

**The Food Project is an Equal Opportunity Employer that is committed to creating an inclusive organization. We actively seek a diverse pool of candidates for this position.**