

**Job Description: Farm Manager - Sullivan Farm, New Milford CT**

*If interested, please contact Katy Francis, Search Committee Chair, at 860-354-7137 or [farmmanagersullivanfarm@gmail.com](mailto:farmmanagersullivanfarm@gmail.com) Proposed start-date: Feb 1, 2012*

**Summary of Position:**

Friends of Sullivan Farm, a 501-C-3 entity, seeks a full-time Farm Manager with experience in natural growing practices for this 100-acre+preserved farm in New Milford CT. The farm has operated successfully for eight years with a 2-acre produce garden, haying fields and a state-of-the-art sugarhouse. He/she must demonstrate proven ability to motivate, mentor and supervise a youth workforce while acting as a positive role model. We are interested in a long-term commitment with an independent self-starter. The Farm Manager reports to Friends of Sullivan Farm's Board of Directors.

**Responsibilities:**

She/he is responsible for the successful operation of the farm, which includes, but is not limited to, the following:

- Supervise planning, planting, harvesting and marketing of produce garden with all-high school and college volunteer and intern participants that to date has demonstrated a 75% re-up return rate
- Recruit, train and maintain adequate participation levels In cooperation with regional schools and specialized ag programs,
- Oversee youth-managed on-site seasonal farm stand, two weekly farmers markets and wholesale produce distribution to include stocking of materials, tracking revenues and counting receipts
- Carry out general upkeep of property, including but not limited to: barn and workshops, lawns and fields not used for haying, produce, perennial bed upkeep, orchard and berry patch, haying and maple syruping, and maintaining trails and farm roads
- Develop and track farm's budget, handling all farm purchase orders and approving all invoices for payment
- Maintain equipment and machinery, perform regularly scheduled maintenance of tractors, trucks, haying and production equipment, ensure necessary supplies/parts required for maintenance and repair of all equipment.
- Assist with special farm events by overseeing staff and volunteers, assisting with set-up, making safety checks on equipment and clean-up
- Ensure all local and CT State health regulations are met for handling of produce and other farm products, follow CT State agricultural guidelines and Federal 'Good Agricultural Practice' standards
- Report all problems with crops, facilities and equipment as well as serious workplace issues to Board of Directors in a timely manner
- Perform other routine farmland duties as required by Board of Directors.

**Minimum Qualifications:** Strong background in horticulture, preferably vegetable farming. Experience operating a commercial produce garden would be an advantage. Ability to work a flexible schedule throughout the year, possession of valid CT driver's license with clean driving record, capacity to lift over 50 lbs. routinely and perform hard physical labor on a regular basis. Minimum two-year college diploma or equivalent with at least two years' experience in farming or any combination of experience and training that demonstrates facility to effectively carry out responsibilities described above

**Compensation:** Salary commensurate with experience and track record. Benefit package offered.

*Please Note: This job description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.*