

## Farm Aid Job Posting: Keepseagle Project Manager

Date: November 8, 2019

### **Overview and Organizational Summary**

Farm Aid is a national, not for profit organization that works year-round to promote a vibrant, just and resilient family farm system of agriculture in America. With music as our inspiration and farmers as our heroes, we envision a transformed America in which family farmers and citizens are active partners in a thriving food system that ensures farmers a fair living, justly nourishes people and communities, protects and sustains natural resources, and secures a prosperous future for all.

Artists and Board members Willie Nelson, Neil Young and John Mellencamp organized the first Farm Aid concert in 1985 to raise awareness about the loss of family farms and to raise funds to keep farm families on the land. Dave Matthews joined the Farm Aid Board of Directors in 2001. Our annual music festival celebrates farmers, eaters and music coming together for change. Since 1985, Farm Aid has raised over \$57 million to support programs that help farmers thrive, expand the reach of the Good Food Movement, take action to change the dominant system of industrial agriculture, and promote food from family farms.

Through direct service, grant making, community building, communications, and offering opportunities to engage meaningfully, Farm Aid works to:

- **Amplify** the voice of family farmers to bring attention to the challenges they face and the benefits they bring;
- **Connect** farmers to resources and opportunity, connect farmers to eaters, and in general connect people so that they may cultivate community and power;
- **Celebrate** family farmers, good food and the culture of agriculture, in which we all can participate;
- **Empower** farmers and eaters to participate in a democratic, just and sustainable farm and food system; and,
- **Invest** talent, time and money in efforts that effect positive change in the farm and food system.

Farm Aid is seeking a Keepseagle Project Manager to support its mission and goals with the purpose of ensuring the expansion of resources for Native American farmer and rancher populations and the ongoing integration of Native American perspectives in Farm Aid's work. The ideal candidate has strong ties to Native American farming and ranching communities and has a deep understanding of the issues that tribal farm and ranch communities face.

Farm Aid recognizes that people gain skills through a variety of professional, personal, educational, and volunteer experiences. We encourage candidates to review the key responsibilities and qualifications below. If you believe you have not only the transferable skills necessary to fulfill the responsibilities of this role, but also a unique and valuable perspective to offer, we encourage you to apply.

## Job Summary and Purpose

The Keepseagle Project Manager coordinates Farm Aid's Keepseagle Project, a time-limited project funded by the **Native American Agriculture Fund (NAAF)** with the purpose of ensuring the expansion of resources for Native American farmer and rancher populations and the ongoing integration of Native American perspectives in Farm Aid's work. The Keepseagle Project Manager serves as one of Farm Aid's farm service providers, working one-on-one with farmers to address their unique resource needs through quality referrals and emotional support over the 1-800-FARM-AID hotline and [farmhelp@farmaid.org](mailto:farmhelp@farmaid.org) email service. The Keepseagle Project Manager offers a key perspective in Farm Aid's assessment of the needs of farmers nationwide and the availability of services to meet those needs. Key areas of responsibility are to:

- Coordinate and manage Farm Aid's Keepseagle Project, expanding the development and availability of resources for Native American farmers and ranchers.
- Serve as one of Farm Aid's direct service providers to individual farmers through Farm Aid's hotline and [farmhelp@farmaid.org](mailto:farmhelp@farmaid.org) email service. Provide farmers with information, referrals, and emotional support.
- Participate in ongoing Farm Aid activities, planning and implementation, including the annual grant program and festival functions.

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## Essential Job Duties and Responsibilities:

### Keepseagle Project Management (estimated to comprise 60% of effort)

#### *Research and Analysis*

1. Monitor, assess and analyze Native American farmer and rancher challenges and needs, as well current resources and opportunities for Native American farmers. This may include:
  - Document review to ensure understanding of Keepseagle litigation background and implementation to date, as well as key individuals related to Settlement
  - Researching organizations serving Native American farmers to determine Advisory Council and/or likely partners for Farm Aid programming.
  - Researching programs and policies intended to support Native American farmers and Native American farm service organizations.
  - Identifying appropriate networks and channels for effective outreach and engagement to Native American farmer and rancher populations.
2. Translate the above into background reports, documents and materials to advance implementation of Farm Aid's Keepseagle project.

#### *Native American Farmer Resources Development*

1. Develop resources and materials that serve Native American farmers and ranchers in addressing land access, credit, risk management, disaster, and mental health needs.
2. Develop in-person and virtual opportunities for Native American farmers and ranchers to build relationships with other farmers and service providers, share ideas, knowledge and skills and access valuable resources and opportunities.

3. Recruit Native American partners and farm advocates, develop advocate training programs with partners, coordinate national trainings and develop new resources for farm advocates catered toward Native American populations.

#### *General Project Administration and Coordination*

1. Serve as a key liaison to Farm Aid Native American Advisory Council.
2. Schedule and document calls and meetings.
3. Prepare project correspondence and track communications.
4. Help determine and implement outreach strategy and draft outreach materials as needed in Native American farmer and farm service provider networks.
5. Ensure proper coordination and integration with Farm Aid's Farmer Services programming.
6. Work with Farm Aid accounting and operations staff to ensure accurate and timely record-keeping for project effort and expenses; liaise with project administrator to ensure Farm Aid provides timely reports as required.

#### Hotline Operation Management (estimated to comprise 20% of effort)

1. Serve as one of Farm Aid's direct service providers to individual farmers through Farm Aid's hotline and farmhelp@farmaid.org, providing farmers with relevant information and referrals, advice and emotional support, ensuring response to inquiries within 48 hours of initial outreach.
2. Coordinate the issuing of emergency grants to farm families in crisis with Hotline Manager, grant program and other Farm Aid staff.
3. Ensure proper recordkeeping and tracking of all hotline contacts, working with Hotline Manager to ensure timely data collection of demographics, services needed and referrals.
4. Monitor literature and listservs for emerging resources for farmers, with a focus on Native American, minority and socially disadvantaged farmers. Translate into quality referrals and online content.

#### General and Festival (estimated to comprise 10% of effort)

1. Engage in planning and implementation of annual festival programming and event functions in general, with emphasis on farmer engagement where applicable.
2. Represent Farm Aid at farm conferences, meetings, trainings and with media as needed, in order to connect with partners and drive programmatic goals forward.
3. Support annual grant program with substantial proposal reading as member of review committee.
4. Participate in staff meetings, reviews, planning retreats and other related activities in support of organizational goals.
5. Other duties as assigned.

## **Skills & Qualifications:**

- The ideal candidate has strong ties to Native American farming and ranching communities and has a deep understanding of the issues that tribal farm and ranch communities face.
- Bachelor's degree in related field and at least 3 years of specific experience in the food and agriculture sector or the social services sector, working directly with individuals in need of support, preferably including farmers and rural communities; five years of experience preferred, and required as minimum without bachelor's degree; experience with mental health and crisis training, agricultural mediation training or other trainings critical to effective farm advocacy a plus;
- Interest and desire to serve others through direct, one-on-one engagement, and demonstrated excellence in providing supportive services;
- Excellent oral, written, and interpersonal skills, particularly in active listening, with ability to demonstrate compassion for people dealing with challenging situations and to problem solve with them; English fluency with speaking, reading and writing required. Proficiency in other languages desired but not required.
- Demonstrated ability to maintain effective working relationships with people from a diverse range of backgrounds, and sound judgment in maintaining professional boundaries and confidential information;
- Demonstrated aptitude and/or experience in program development and implementation;
- Demonstrated team player, with initiative and ability to work both independently and with others;
- Experience and demonstrated proficiency with data documentation and tracking, and technical proficiency with Microsoft Office required (Word and Excel), proficiency with CRM/database management system (Salesforce preferred), and/or demonstrated interest and aptitude to learn;
- Willingness and flexibility for periodic national travel as needed (less than 10% anticipated)
- A sense of humor, integrity, flexibility and an optimistic outlook.

*Farm Aid is an equal opportunity employer and as such, we do not discriminate against any team member or candidate because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy, or any other basis protected by law. We encourage all to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone.*

**Benefits:** Farm Aid offers generous benefits including four weeks of vacation and 100% health insurance premium coverage, as well as an exciting work environment with smart, passionate people seeking to make change in our food and farm system.

## How To Apply:

If you possess many of Farm Aid's required and desired characteristics and qualifications and are excited about this opportunity, we'd love to hear from you!

***Early applications are strongly encouraged, as applications will be considered as they are received.***

- Submit your complete application to [hire@farmaid.org](mailto:hire@farmaid.org) with "Keepseagle Project Manager" in the subject line. Please note that applications without all requested enclosures may not be reviewed. Include the following requested enclosures:
  - a **cover letter** indicating where you learned of this opportunity and highlighting your experience and skills relevant to the position and listed qualifications
  - a **current resume**, and
  - a **writing sample or example of relevant work**.
- We will accept and consider applications as they are received and on a rolling basis, and seek to complete the hiring process as soon as possible – ideally by early 2020.
- Farm Aid will confirm receipt of your application, and will reach out directly *only* if you are being considered a candidate for the position.
- No calls please.
- Candidates invited to compete for the position may be asked to complete sample projects.
- Salary is commensurate with experience, market rate and organizational compensation framework, within a range of \$50-56K.
- This is a grant-funded position with a limited time frame for completion of work, estimated to take 18-24 months from date of hire, with the possibility of extension based on project needs.
- Ideally, the individual in this role will work from the Cambridge office.

For more information about Farm Aid, please visit [www.farmaid.org](http://www.farmaid.org)