



Culture and Operations Manager

The National Young Farmers Coalition (Young Farmers) represents, mobilizes, and engages young farmers to ensure their success. Since our founding in 2010, we have grown our grassroots network to over 200,000 farmers, ranchers, and supporters. We give young farmers tools to become leaders in their communities, building an effective political voice at the local, state, and national level. Together, we tackle the most critical structural and economic barriers that prevent motivated young people from starting and growing successful farm businesses—including access to affordable farmland, racial inequities, climate change, health care, and student debt. We have won historic investments in beginning farmer training, outreach to farmers of color, farmland conservation, and COVID-19 relief.

Young Farmers seeks a Culture and Operations Manager with a sophisticated racial equity analysis to strengthen the organization’s internal culture and operations functions. The Culture and Operations Manager will be responsible for ensuring we employ efficient, compliant, and equitable practices at the Coalition, as well as foster and promote a culture of belonging within an organization staffed by more than 40 talented individuals. The ideal candidate for this role identifies opportunities for innovation while also balancing the requirements of compliance and the necessity of the efficiencies that help an advocacy organization be successful. They will be a key part of growing a multicultural organization and creating equitable processes.

The National Young Farmers Coalition is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law. We strongly encourage applications from people of color, people from working class backgrounds, women, LGBTQ people, or those who are members of other marginalized communities. Data shows that women and BIPOC candidates more frequently do not apply to a job because they don’t feel that they meet all of the qualifications listed. Our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to succeed in this role, we want to hear from you!

Primary Responsibilities	Description	Time

<i>Project & Program Strategy</i>	<ul style="list-style-type: none"> ● Execute operational requirements of the organization: human resources, financial, logistical, administrative, and data collection. ● Lead on operational efficiency projects, including annual assessment of operations procedures, improving staff performance across the organization, and bettering organization culture to retain and recruit talented staff. ● Lead on staff retreat and internship program planning. ● Support Co-EDs with Board communications. 	40%
<i>Development</i>	<ul style="list-style-type: none"> ● Support finance and development team with necessary Salesforce requirements as needed. 	5%
<i>Staff Management</i>	<ul style="list-style-type: none"> ● No staff management responsibilities. 	0%
<i>Stakeholder Engagement</i>	<ul style="list-style-type: none"> ● Provide proactive support to staff at all levels of the organization by acting as a trusted organization culture contact, creating accountable feedback loops for areas of improvement, and maintaining an engaged work culture at the organization. ● Engaging with non-profit professionals and partners (i.e. NYCON, Lawyer's Alliance, etc.) who can support the operational efficiency and compliance of the organization. 	45%
<i>Budget Management</i>	<ul style="list-style-type: none"> ● Support efficient implementation of financial tracking processes by assisting the finance team with timecards, expense tracking, and other staff expenses. ● Facilitate flow of information on staff to the finance team to support budget forecasting. 	10%

Qualifications

The successful candidate will:

- Bring experience in operations procedures including recruitment, database management, payroll tracking systems, benefits, and budget management.
- Understand the various ways of building trust and confidence within a diverse organization.
- Embody proactive problem-solving, decision-making, and project management skills that incorporate marginalized perspectives.
- Model strong time management and organization skills that lend flexibility to work both independently and on a team.
- Be passionate about accountability as a core virtue of an organization and the need for strong attention to detail as a key component of accountability.
- Proceed from analysis and understanding, including experience in assessing an organizational culture, identifying its strengths and areas of improvements, and co-creating anti-oppressive solutions.

The ideal candidate may also have:

- Track record of managing up, particularly with members of the executive team.

- Familiarity with Salesforce, Expensify, and Paychex software platforms.
- Event, retreat, and professional development planning experience.
- Experience working on a farm or ranch and/or be rooted in an agricultural community (rural or urban).

Schedule and Compensation

- Remote, full-time schedule, typically 9am-5pm Monday through Friday.
- Salary of \$53,500 or \$58,000, in accordance with our organization's [Compensation Guidelines](#).
- Young Farmers offers a competitive benefits package, including health and dental insurance, retirement matching, generous paid time off, and paid family leave.

How to apply

Send a cover letter and a one-page resume to jobs@youngfarmers.org by January 4, 2021. Please put "Culture and Operations Manager" in the subject line. No calls, please.