



MI'KMAQ NATION

JOB DESCRIPTION

TITLE: FARM BUSINESS MANAGER

CLASSIFICATION: Full-Time

SALARY RANGE: \$24.00 - \$36.00/HR

IMMEDIATE SUPERVISOR: Environmental Health Director

NOTE: The following includes data on essential job functions, as well as physical, mental, academic, and experiential requirements for the job defined herein. The description is to serve interviewers, applicants, administrators, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility described herein. According to the Mi'kmaq Nation's needs, some aspects of this position may change over time; some changes may not be recorded.

SUMMARY OF POSITION: The Farm Program Manager is responsible for the overall management, operations, and financial viability of the Farm and Fish Hatchery known as Mi'kmaq Farms. Responsibilities include securing funding, balancing revenues and expenses, leading sales and marketing, assessing the overall operations, and identifying needs to improve management. In addition, the Manager is responsible for communicating with funding agencies and partners on collaborative efforts toward food sovereignty as determined by the Tribe's strategic plan. The FPM directly supervises the Farm Operations and the Hatchery Operations Managers.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience with oversight of farm or aquaculture systems, supervisory experience, knowledge of farm equipment maintenance needs, and diverse horticulture knowledge.
- Knowledge of overall farm and business operations and the ability to assess future farm needs.
- Knowledge of working with, submitting, and reporting on grants, knowledge of local food systems, and funding opportunities
- Retail experience in farm or other contexts, including familiarity with inventory control and management, handling and merchandising fresh produce, point-of-sale, and operations.
- Ability to lead and motivate staff, facilitate staff meetings, and perform other related duties as needed to support the Farm and Hatchery
- Knowledge and experience in effective marketing and public relations.
- Ability to understand and follow written and oral instructions.
- Ability to use computer spreadsheets, word processing, financial tracking systems, and electronic communications.

FUNCTIONS/TASKS:

- Provide guidance and support to Farm and Hatchery Operations Managers

- Provide direct support as needed with crop production, various aspects of record keeping and planning, including production planning, staff training, harvest records, and annual reviews
- Track financial records for the farm store, farm distribution efforts, and fish sales; utilize records to assess success and determine optimal sales strategies
- Coordinate sales and marketing for the farm and hatchery
- Explore and pursue opportunities for grant funding and lead reporting against active grants.
- Track financial and other data to assess success in efforts toward food sovereignty
- Maintain records with the Hatchery Manager to ensure fish sales align with the grow-out schedule
- Lead coordinated marketing efforts with the Hatchery and Farm Operations Managers while establishing sales contracts with vendors
- Explore and pursue opportunities for grant funding and lead reporting against active grants
- Ensure deadlines and deliverables of funding agencies are met
- Manage annual budget and strategic development for the farm
- Oversee marketing outreach through various channels, including social media, direct outreach, trade shows, and the formation of positive relationships with vendors.
- Facilitate regularly scheduled farm leadership team meetings and attend staff-wide meetings
- Attend professional development opportunities as appropriate
- Obtain Safe Serve Food Manager training and other food safety certifications

EDUCATION and EXPERIENCE: A combination of education and experience that provides the skills, knowledge, and abilities to perform the position's essential functions is required. A Bachelor's or Associate's degree in management, marketing, public relations, agriculture, or a related field is preferred. Demonstrable previous work experience with fish and fresh produce or similar retail operations, marketing, grant writing, or applicable experience required. Previous business experience is extremely desirable.

WORKING CONDITIONS: Work is performed indoors and outdoors (office environment and at the Farm) in all weather conditions. Limited travel regionally may be required for meetings or to pick up inventory and deliveries. Candidate should have a clean driving record and be able to lift, push, or pull up to 50 pounds repeatedly.

EVALUATION The supervisor will provide quarterly feedback, and the notes will be attached to your personnel file. In addition, formal evaluations will be conducted on the attainment of the 90-day Probationary Period annually and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only ones to be performed by the employee occupying this position. S/he will be required to follow instructions and perform any other job-related duties as required by their immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, and abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the skills and aptitudes to complete each task proficiently. "Ability" means to have and apply both knowledge and skill.

All employment decisions, including promotions, transfers, and others, are contingent on: funding availability; meeting all requirements herein; needs of the Tribe; the employees in good standing (including lack of disciplinary actions); and the employee's meeting all applicable performance standards and other non-discriminatory criteria. In addition, the

methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to the health and safety of themselves or others.

This document does not create an employment contract, implied or otherwise. Therefore, we remain an "at will" employer.

Only individuals who have proof of full COVID-19 vaccination will be considered for hire.

The CLOSING DATE for this position is **MARCH 31, 2023** Submit a completed application package, including a cover letter, resume, an application, and copies of certificates/licenses/degrees stated *in your application*. A complete Job Description and an Application can be found at www.micmac-nsn.gov, or call Cheryl Smart at 764-1972 to have an application mailed. This position is subject to FBI, DHHS, and State of Maine background checks.

Please send the completed Job Application to the following address or email:

Cheryl Smart
Attn: Human Resource Assistant
Mi'kmaq Nation
7 Northern Road, Presque Isle, ME 04769
csmart@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and service provider.