Cultivate Charlottesville

SEEKING APPLICANTS. Open July 26, 2021

APPLICATIONS ACCEPTED ON ROLLING BASIS

Title: Urban Agriculture Collective Program Director

Scope of Work: Cultivate Charlottesville’s Urban Agriculture Collective Program Director position is part of our Urban Agriculture Collective Program. The Urban Agriculture Program Director is primarily responsible for being an effective advocate for urban farming and community leadership that builds food equity in Charlottesville. This position engages across three core strategies including implementation of urban farming projects, partnerships that engage community voice, and facilitation of the Cultivate Leadership team and project management. The Cultivate Charlottesville team recognizes the impact of systemic racism, individual bias, and white supremacy has on the Charlottesville community and all team members work to recognize, respond and dismantle inequities in the work we do.

Position Description

The Urban Agriculture Collective Program Director core functions include:

1. Manage the Urban Agriculture Collective Team
   a. Urban Agriculture Collective currently has a team of five staff including the Program Director, Program Associate, Operations Manager, Farm Manager, and Farm Associate. The UAC Program Director is responsible for managing the team, ensure work plans are developed and implemented, and provide guidance and overall program direction.
   b. Work with the UAC Program Associate to implement community outreach and policy advocacy efforts.
   c. Provide input on annual program budgets and work within spending guidelines.

2. Manage Urban Farming Food Equity Strategy & Implementation
   a. Provide strategic leadership to ensure urban farming program aligns with and builds food equity, community leadership and an integrated systems approach.

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b. Manage UAC farm team staff members, including hiring and providing regular check-ins, and annual reviews.

c. Facilitate UAC Advisory Team input and act as a liaison to the UAC Board representatives.

d. Collaborate with community volunteers to enhance farm production and community engagement.

3. Manage and assist with the operation of UAC Urban Farm plots

a. Lead the development of the UAC planting schedule at CATEC and West St. Farm plots.
b. Lead seedling starts development for UAC plots and coordinate with FJN staff for Spring Seedling Project.
c. Coordinate volunteer engagements in UAC Farm plots
d. Work with UAC farm team to manage and implement crop production and harvesting.
e. Work with UAC farm team to coordinate and implement Community Market Days.
f. Track UAC metrics for reporting.

4. Communications and relationship building with community members and partners.

a. Actively engage with UAC program partners including representing UAC with the Charlottesville Food Justice Network, working with Cultivate Food Justice Community Advocates and Youth Leaders, and maintaining strong partnerships with affordable housing/ redevelopment and other related fields.
b. Participate in community events to build relationships, increase equity and enhance program goals.
c. Community outreach through canvassing to ensure that all community members are invited to engage, specifically for UAC market days and CFJN advocacy efforts.
d. Develop stories that communicate our work and community voice from multiple perspectives.

5. Organizational Capacity Building

a. Be an active member of the Cultivate Leadership Team and engage in the effective operation to achieve our mission.
b. Work with the Advocacy and Systems Executive Director to prioritize grants that can support the long-range work of UAC. Create timelines, collaborate with partners, and ensure timely submission of proposals and reports.

6. Strengthen Organizational Goals and Values
a. Contribute as part of the Cultivate Charlottesville team with organizational activities such as community events, social media and community outreach, evaluation tracking, lesson design, etc.
b. Engage in a robust culture of inquiry where critical thinking, self-reflection and ideas on effectiveness, improvements, and building equity are welcome.
c. Work to transform racial inequities in all aspects of your work with strategic and intentional action.
d. Cultivate health and environmental sustainability in all program strategy and implementation.
e. Collect and submit data for program evaluation.

All Cultivate staff members are responsible to uphold values and practices that support reaching our mission with integrity and which utilize our core organizational strategies including: engage and educate youth in nature through garden based experiences; grow and share food to enhance access, connectivity and health; collaborate with partners and community; dismantle racial inequities and actively build equity; amplify community power, leadership and action; mobilize with partners for policy change; and cultivate sustainability, equity, capacity, and leadership.

Organizational Structure

Supervisory Structure: The Urban Agriculture Collective Program Director reports directly to the Co-Executive Directors and works closely with the Leadership Team and the FJN Program Director.

Project Hours: The Urban Agriculture Collective Program Director is an exempt salaried position at 100%FTE (35-45 hours/week). Hours are typically during the school/work day with occasional meetings on evenings or weekends.

Compensation: The Urban Agriculture Collective Program Director annual gross compensation starting salary range is $50,000 - 57,866 Full Time Equivalent (FTE) with a generous leave policy and robust benefits including health, dental, vision, and life insurance and an IRA savings match program.

TO APPLY

The Urban Agriculture Collective Program Director requires multiple skill sets including a high level of organization and engagement, innovation and initiative, passion for engaging

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with community, flexibility, and commitment to the Cultivate vision and values. The preferred candidate will have:

- A minimum of 5–7 years experience or a bachelor’s degree in a related field (food justice, urban agriculture, community food systems, public health, policy advocacy) including some experience in community advocacy
- Robust research, communication, and organization skills with the ability to manage multiple projects and priorities with flexibility and alignment to our mission
- Experience working in diverse communities with a clear understanding of multi-cultural contexts and racial equity practices. A specific preference for experience in Charlottesville’s neighborhoods
- Racial equity analysis skills and/or an anti-racism background
- Computer competence including MS Office Software and other online tools
- Value the self-determination of community members to address issues around food equity
- Transportation and a good driving record
- Ability to engage in gardening and urban farming

Candidates that have racial equity analysis skills, anti-racism backgrounds, or are members of Black, Indigenous, LatinX, LGBTQI, and other historically marginalized communities, as well as long-time Charlottesville residents, are strongly encouraged to apply.

To apply, please submit a résumé, cover letter and contacts for two references to Megan Donovan at admin@cultivatecharlottesville.org. Include ‘UAC Program Director’ in the subject line. In the cover letter, please address: How your experience is relevant to the Urban Agriculture Collective Program Director; What interests you about this position with Cultivate Charlottesville and your familiarity with Charlottesville in the context of racial equity. If you have the software, please bundle your cover letter, résumé, and references into one PDF.

Organizational Descriptions

Launched in 2010, Cultivate Charlottesville aims to create a healthy and equitable future – personally, in community, and across systems and structures. We do this through nine City Schoolyard Gardens and garden programming at Charlottesville City Schools and neighborhoods; the Urban Agriculture Collective farming and community markets; and the Food Justice Network advocacy and collaboration. We believe that working together to grow gardens, share food and power, and advocate for just systems – cultivates a healthy community for all. Core Values: Self-Determination, Partnership, Environmental Justice,
Community, Respect, Discovery, Equity – Racial, Social & Economic, Inclusiveness, Collaboration, Humility, Compassion, Health and Wellness.

Cultivate Charlottesville is an equal opportunity employer. We strongly encourage applications from BIPOC, bilingual and bicultural individuals, women, people who have experienced poverty, members of the lesbian, gay, bisexual, transgender communities, and from long-time Charlottesville residents. Applicants shall not be discriminated against because of race, color, veteran status, religion, gender, sex, gender identity or expression, sexual orientation, age, mental or physical disability, medical condition, national origin, ethnicity, political affiliation or, marital status, or any other characteristics protected under Federal or State laws or local ordinance. Reasonable accommodation will be made so that qualified applicants with disabilities may participate in the application process. Please advise in writing of special needs at the time of application.

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