



**Farm Action**



**Farm Action Fund**

## **Operations Manager**

### **About Us**

[Farm Action](#) and [Farm Action Fund](#) leverage research, policy development, advocacy campaigns, and political expertise to create a food and agriculture system that works for everyone, not just a handful of powerful corporations. We are joined in our movement by farmers, ranchers, rural communities, food system workers, policymakers, advocates, and anyone who eats. We envision a fair, inclusive, and competitive food and agriculture system that respects our land, natural resources, and neighbors around the world.

Farm Action is a tax-deductible charitable 501(c)(3) organization that formed as an affiliate organization of Farm Action Fund, a political nonprofit 501(c)(4) organization. Together, our two organizations represent a seamless chain of action from research and policy development, to the adoption of the policy through legislative action by elected officials who support our vision.

### **The Position**

The Operations Manager reports to the President. They are responsible for managing the day-to-day operations of the organization, including development, financial operations, programs, and human resources, emphasizing measurable outcomes and using best practices. The Operations Manager works for both Farm Action and Farm Action Fund.

### **Responsibilities**

#### *Development:*

- Project manage all aspects of the pre- and post-award proposal and report writing process
- Actively engage in ongoing prospect research that identifies funding opportunities that offer a favorable return on investment and advance strategic priorities
- Prioritize grant opportunities and collaborate with Farm Action and Farm Action Fund program leadership, staff, and other subject matter experts to ensure alignment of funding opportunities with strategic priorities
- Lead and coordinate the drafting of high-quality, well-positioned funding proposals
- Monitor changes to grant submission portals and procedures and ensure ongoing compliance with supporter requirements
- Lead and coordinate the drafting and submitting of grant reports

#### *Program Management and Human Resources:*

- Recommend the necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by the programs and campaigns
- Assist with the development and implementation of program and campaign plans

- Create and nurture effective communication within the organization
- Coordinate and lead staff meetings
- Ensure the implementation of the Personnel Policies and Guidelines
- Foster a friendly and motivating work environment

#### *Financial Management*

- Supervise the financial management of programs and campaigns
- Develop and draft program and campaign budgets for review and approval by the President and Vice President
- Manage accounts payable, payroll, and HR responsibilities
- Maintain accounting software, making appropriate journal entries of receipts and disbursements
- Maintain financial records and receipts

#### **Qualifications**

- Demonstrated commitment to racial equity
- Self-motivated
- Able to balance multiple and competing priorities or deadlines, excellent organizational skills, and ability to track multiple projects/programs tasks as delegated to program staff with attention to detail
- Strategic problem-solver
- Knowledge of food and agriculture system issues, especially as they relate to rural communities, and willingness to build issue knowledge where needed
- Strong budget management experience
- Experience managing a growing schedule of proposal writing and submissions
- Thinks and visions innovatively about potential funding opportunities outside of traditional partnerships
- Experience fostering an organization-wide culture of philanthropy
- Trustworthy, ethical, and authentic in all situations

#### **Compensation, Hours, and Location**

This is a full-time remotely-based position. Compensation is \$62,000-\$67,000, based on experience. A monthly \$350 healthcare stipend is provided. Farm Action and Farm Action Fund operate a four day work week, with offices open Monday-Thursday.

#### **Application Instructions**

Please submit a cover letter, resume, and writing sample to [info@farmaction.us](mailto:info@farmaction.us) with the subject line "Operations Manager." Email materials in Word or PDF format only. All communications will be treated confidentially. Resume review begins immediately.