



## Farm Manager Job Description

**Name of Position:** Farm Manager

**Address of Employer:** World Hunger Relief, 356 Spring Lake Road, Waco, TX 76705

**Job Location:** World Hunger Relief, 356 Spring Lake Road, Waco, TX 76705

**Reports to:** Executive Director (ED)

**Direct Supervision of:** Livestock/composting volunteers and interns

**Position Type:** Full-time, salaried (exempt), grant-funded

**Regular Work Hours:** Mon-Fri and occasional Saturday Farmers Market duty on a rotational basis. Daily start time and workday lengths vary by season and demands of the position. Travel is infrequent.

This position oversees livestock which can require attention after normal business hours. Flexibility is necessary to ensure safety and promote best practices.

### Compensation:

- \$50,000 Annual Salary
- Benefits Package: Health Insurance (with optional Dental & Vision), Long & Short-term Disability insurance, Basic Life/AD&D insurance, & workers compensation
- Leave:
  - Paid Time Off: 17 days (136 hours)
  - Paid Health Leave: 10 days (80 hours)
  - Paid Holidays: New Year's Day, MLK, Jr. Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day/Indigenous People's Day, Thanksgiving Day, Christmas Eve Day, Christmas Day
  - Additional Paid Leave: Maternity & Primary Caregiver Leave, Court Leave, Bereavement Leave
- 25% Staff Discount (WHR products)

**Supports the mission of World Hunger Relief by:** managing Spring Lake Farm's small-scale livestock and community composting programs, while collaborating with the Education Department to advance regenerative agriculture practices and provide community education. This role also oversees farm facilities to ensure safety and organizational effectiveness. The Farm Manager plays a critical role in ensuring the farm's operations align with organizational goals of hunger alleviation, sustainable agriculture, and community impact.

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The Farm Manager works closely with the Education Department to support educational programming, mentor interns and volunteers, and integrate hands-on learning into farm operations. The Farm Manager is also responsible for the financial and ecological sustainability of farm operations, building systems that maximize resources, foster community engagement, and address local food insecurity.

## Essential Functions

- **Composting**
  - Manage and improve on-site composting and humanure systems, integrating regenerative agriculture principles to enhance soil health and resource efficiency.
  - Develop and implement Standard Operating Procedures (SOPs) to enhance the program's sustainability, aesthetics, and community impact.
  - Facilitate community compost pickups, integrating food waste into compost systems while educating partners on waste reduction.
  - Mentor interns, volunteers, and staff in composting processes, ensuring alignment with WHR's educational goals
  - Oversee compost harvesting, processing, packaging, and sales
  - Diligently monitor and manage program budget and capacity
  
- **Livestock**
  - Oversee humane and regenerative care of multi-species livestock (chickens, sheep, cattle, rabbits, bees, and livestock guardian dogs) to support the farm's role as a community resource.
  - Implement rotational grazing, breeding plans, and holistic disease prevention strategies to improve animal and pasture health.
  - Collaborate with the Education Department to create educational opportunities for interns, volunteers, and community members.
  - Manage inventory and sale of livestock-related goods (e.g., meat, eggs, honey), ensuring profits support WHR goals and program sustainability.
  - Maintain and repair livestock infrastructure, including fencing, shelters, and water systems, to ensure operational efficiency and safety.
  - Diligently monitor and manage program budget and capacity.
  
- **Farm Facilities**
  - Oversee maintenance and improvement of farm facilities, ensuring alignment with WHR mission and safety standards.
  - Work with the Operations Manager to maintain farm policies and procedures to promote safety and resource stewardship.

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- Manage tool and equipment inventories to support farm operations and community-based projects.
- Maintain an organized and visually appealing farm environment to create an accessible and welcoming space for visitors, partners, and volunteers.
- Diligently monitor and manage farm facilities budget.
- **Education & Community Engagement**
  - Support the Education Department by integrating hands-on learning into farm operations, providing a practical context for sustainable agriculture education.
  - Mentor and supervise assigned interns and volunteers, fostering professional and personal growth while meeting operational goals
  - Represent World Hunger Relief at community events to build relationships and increase program visibility as needed.
  - Collaborate with the Education department on educational materials, workshops, and tours to inspire and educate diverse audiences about sustainable and regenerative farming practices.

## Job Requirements

- Education:
  - Minimum Required: High School Diploma/GED
  - Preferred: Degree in Animal Science, Environmental Science, Sustainable Agriculture, or a related field
- Experience
  - Minimum Required: 1 year of relevant experience in farm operations, composting, & livestock management
  - Preferred: 1+ years of experience in regenerative livestock & farm operations, commercial composting, and team management

## Skills & Competencies

### Knowledge:

- Regenerative agriculture, composting systems, and livestock management
- Nonprofit program development and operations
- Soil health and pasture management

### Skills:

- Basic tool usage & safety skills
- Leadership and mentorship, with the ability to inspire diverse groups of people

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- Effective communication and interpersonal skills for working with community members, volunteers, and partners
- Creative problem-solving and adaptability to meet dynamic farm needs

**Characteristics:**

- Inclusive and empathetic, with a passion for sustainable agriculture and community impact
- Proactive, organized, and resourceful, with a nonprofit mindset for maximizing impact with limited resources
- Flexible, collaborative, and innovative
- Ability to work independently for long stretches while also being able to delegate when help is available

**Supervisory Responsibilities:**

Direct supervision of assigned interns and volunteers, ensuring alignment with WHR goals and educational objectives.

**Special Knowledge, Skills, or Other Abilities(continued)**

**Working Conditions and Physical Demands:**

Physical effort with some handling of lightweight materials (0 to 15 lbs.).	Frequent
Physical efforts including standing, lifting, and carrying light to moderately heavy materials or equipment. (15 to 50 lbs.).	Occasional
Physical effort such as pushing, pulling, bending, lifting and carrying heavy objects (50 + lbs.).	Occasional
Demands require close visual attention.	Frequent
Demands require prolonged mental concentration.	Occasional
Work performed in a normal office environment.	Occasional
Work performed in an environment requiring exposure to weather extremes.*	Frequent
Work performed in an environment requiring exposure to fumes, odors, and noise.	Occasional

*\*Working outdoors is not required when conditions are hazardous to human health.*

**Software/Computer Skills:**

● Adobe Photoshop	None
● Canva	None
● Google Suite	Intermediate
● Microsoft Windows	Beginner
● Mac OS	Beginner
● Microsoft Excel	Intermediate
● Microsoft PowerPoint	Beginner

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- Microsoft Word
- Square (POS)
- QuickBooks (QuickTime)
- Web Browser (Internet)
- Web Maintenance

- Intermediate
- Beginner
- Beginner
- Intermediate
- None

**Level of Independence:**

The Farm Manager works under the guidance of the Executive Director, frequently making independent decisions to meet program goals while ensuring alignment with WHR’s mission. The Farm Manager is encouraged to seek input from staff to inform their work but is ultimately expected to make decisions to ensure the effectiveness, efficiency, and safety of farm operations.