



## Program Director – Bright Spot Farms

[www.brightspotfarms.org](http://www.brightspotfarms.org)

### Job Description

**Available position:** Program Director (Bright Spot Farms)

**Status:** Full-time w/ benefits (Health, Dental, 401K, Paid Time Off)

**Department:** Bright Spot Ventures (Bright Spot Farms)

**Reports to:** Executive Director

**Timeline for Hire:** By March 2021

### Background

Bright Spot Farms\* is an urban farm social enterprise located in Wilmington, DE. We grow vegetables and annual and perennial flower crops on two acres, selling these products to local restaurants, at farmer's markets, and at our greenhouse. We also provide landscaping services for select contracts. Our farm business serves as the hands-on classroom for our youth training programs.

We are seeking an enthusiastic, creative, team-oriented individual to lead the Bright Spot Farms program. The main goal of this position is to continue to build and expand BSF's educational programming, community impact, and sources of revenue, which include sales, contracts, and grants. One important aspect of this position is helping to supervise and provide training for at-risk young adults ages 14-18. Currently the schedule for the Program Director is Tuesday-Saturday with occasional rotating Sunday watering shifts.

The Program Director must have excellent communication skills, be proficient in researching, interpreting, and analyzing diverse data, and possess the ability to work cooperatively and independently to achieve stated goals. A successful candidate must be highly organized with the ability to implement systems and follow-up processes and able to effectively work under pressure, use sound and independent judgment, and produce a quality work product within tight constraints. This position is full-time and requires a flexible schedule depending on program needs.

### Education/Training:

- Bachelor's Degree in Education, Social/Human Services, Agriculture, or related field which has equipped applicant with the knowledge, skills, and abilities to perform the duties of the position.
- At least 2 years of experience in agriculture management and/or education/social work
- At least 1 year experience in management
- Experience with grant management is preferred
- Experience working with youth is preferred

### Job Responsibilities:

- Manage and supervise staff (Farm Manager, Greenhouse Manager, and Education Coordinator) ensuring quality service delivery, staff development
- Ensure contractual/grant compliance for multiple state, federal, and private funding sources
- Establish and monitor program goals and objectives, policies, procedures, and evaluation plans



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- Identify, develop, and respond to public and private grant opportunities to sustain existing services and to initiate new projects
- Work with Accounting Department to develop annual budget, monitor and track program expenditures, and manage overall departmental finances
- Work with Director of Development to analyze data and write reports for BSV board and funders (governmental, corporate, foundation, and other)
- Represent the organization in public forums and with donor agencies and foundations
- Promote Bright Spot Farms through BSF's website, social media (Facebook, Instagram, etc.) and BSF's newsletter
- Manage invoicing and sales tracking through Square and BSF website (Wix Store) for greenhouse (spring plants, poinsettias) and farm (CSA, weekly shares)
- Work closely with Education Coordinator to develop and implement youth training programs and community outreach programs
- Assist with farm and greenhouse production as needed, including working weekend shifts as part of a rotation

### **Skills & Abilities**

- Positive attitude, even in stressful or challenging situations
- Excellent oral, written, and interpersonal communication skills
- Attention to detail and ability to balance multiple priorities
- Proficiency in Microsoft Word and Excel
- Experience with program design, logic modeling, and/or evaluation
- Strong attention to detail and ability to balance multiple priorities
- Passion for food justice
- Must be able to provide own transportation
- Must be able to stand, kneel, bend, and lift 30-40 lbs.

### **Compensation**

Compensation includes a full benefit package including paid time off, medical, dental and life insurance, and employer contribution to retirement plan. The salary range for this position is \$45,000 to \$50,000 per year.

### **Conditions of Hire**

A valid state driver's license and a criminal background check are required as a condition of hire.

### **To Apply**

Applicants must submit a letter of interest highlighting relevant experience, a current resume, and the names and contact information of at least three references. Please apply by sending requested documents to [applywestend@westendnh.org](mailto:applywestend@westendnh.org) with the subject line "Application for Bright Spot Program Director." Review of



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applications will begin immediately and will continue until the position is filled. If you have any questions, please e-mail [brightspotventures@gmail.com](mailto:brightspotventures@gmail.com).

\*Bright Spot Farms is operated by Bright Spot Ventures LLC, a wholly owned subsidiary of West End Neighborhood House, Inc., a 501(c)(3) non-profit community development organization.