



**Vermont Housing & Conservation Board
Vermont Farm & Forest Viability Program
Job Description – Program Manager**

Position: Program Manager

Reports to: Viability Program Director

Classification: Regular, full-time, exempt

Position Summary:

The Program Manager is a full-time (40 hr/wk) position, responsible for implementation of a program providing business planning and technical assistance to farm, food, and forest sector businesses to increase business success. The Program Manager is responsible for providing impactful support to farm and forest businesses, maintaining strong relationships with farm and forest sector partners, and advancing key initiatives to help grow and improve the Viability Program.

We are seeking a candidate who is detail oriented, has excellent organizational and interpersonal skills, has experience in providing business assistance to the working lands sector, and who has experience in program administration/management. The Viability Program contracts with 8-12 partner organizations to deliver Viability Program services to 150 businesses per year. This position involves coordination of this network of partners, working closely with businesses to enroll them in the program and monitor their progress, evaluation of the effectiveness of the program, and administrative duties around contract management and fundraising/reporting.

Responsibilities:

1. Service provider network coordination

- Work with Program Director to develop strategy and goals for service provider network development
- Coordinate and deliver regular professional development trainings for Viability service provider network. Collaborate with service provider partners to identify professional development needs and design trainings to meet those needs.
- Maintain up-to-date program guidelines, policies, procedures for delivering business and transfer planning assistance, and create new service delivery guidelines when needed.

2. Client engagement

- Field inquiries about the program from working lands businesses. Make referrals to other programs when necessary. Work with Outreach & Partnerships Coordinator to ensure strong pipeline of clients.

- Manage enrollment of clients, including review and selection of client applications, matching clients with best fit service providers, and maintaining up-to-date data on annual enrollment lists. Communicate closely with service providers to monitor client progress.
- Work with Program Director and service provider network to identify client needs. Develops trainings or program offerings, when necessary, to meet targeted client needs.

3. Program Evaluation

- Coordinate closely with service providers and clients to monitor client progress, and review business planning deliverables when complete to monitor quality and provide feedback to service providers.
- Manage annual program evaluation to solicit feedback on program, identify areas for improvement, and work with Program Director and service providers to make improvements based on evaluation results.

4. Fundraising & grants management

- Work with Program Director and finance team on fundraising, grant writing, and reporting for the program, focusing on state and federal grants.
- Work with Program Coordinator, Program Director, and finance staff to ensure compliance with grant and contract conditions. Position is responsible for understanding regulatory requirements, donor restrictions, and reporting needs for each program funding source.
- Provide materials and reports, as needed, to VHCB Executive Director for presenting to the Legislature.

5. Other tasks and special projects:

- Supervise program interns/temporary employees.
- Represent the Viability Program at events and meetings.
- Assist with the Rural Economic Development Initiative, which provides small rural communities with access to fundraising support.
- Work with Viability team to expand and deepen the Program's Diversity, Equity & Inclusion (DEI) commitments and practice
- Participate in state and regional networks, including Farm to Plate and the regional Agricultural Viability Alliance, a network of agricultural service providers in northern New England and New York.
- Work with VHCB's farmland conservation team to ensure farmers are provided with support across VHCB's programs.
- Assist Program Director to set agendas for regular meetings of the board, and to develop supporting materials for policy development, service guidelines, program review, and other issues for consideration.

- Work with the Program Director and Outreach Coordinator to plan outreach and publicity about the program to potential applicants and stakeholders.
- Manage maintenance of database to track program data from applications, business plans, and evaluations.

Qualifications:

VHCB seeks a person with strong communication, writing, and program management skills, with a strong knowledge of business development and the agricultural and/or forest products industry. Working knowledge of agriculture and/or forestry and an ability to understand the state's working lands sector is required. Experience and ability to work and communicate effectively across Vermont's farm and forest community is strongly desired. Demonstrated success in a program management role and working as a member of a team, and effectively collaborating with outside partners is essential. Skills in program evaluation, grant writing and management, federal grants administration, network development, business financial management, and delivering trainings/professional development are desired. Qualified candidates will have a minimum of five years of experience in program administration. Candidate should have a commitment to the broad mission of the Vermont Housing and Conservation Board. This position involves regular in state and occasional out-of-state travel. A valid driver's license is required.

Organization Description: The Vermont Housing and Conservation Board is a public instrumentality of the state, established by the Vermont legislature in 1987 to create affordable housing, and to conserve farms, forests and recreational lands, historic properties, and natural areas. The Vermont Farm & Forest Viability Program was established at VHCB in 2003 to provide business assistance to working lands entrepreneurs and improve the viability of our farm and forest sector enterprises.

Compensation: 40 hours/week. Starting salary range \$53,000-\$60,000. Excellent comprehensive benefit package. VHCB is an Equal Opportunity Employer.

To Apply: Please send letter of interest and resume to Laurie Graves at jobs@vhcb.org or at VHCB, 58 E. State St, Montpelier, VT 05602. Résumés due by February 2, 2021. Position is open until filled.