

Position Description

Position Title: Project Manager

Organization Name: Bennington County Conservation District (BCCD)

Location: Office: Arlington, VT Field: Bennington, VT

Employment Type: Part Time - Two year term

Salary/Compensation: \$20,000.00/year 2 year guaranteed with potential for growth

Reports To: District Manager, BCCD, and Membership of the Veteran Incubator Farm

Position Summary

The Project Manager will lead the development and implementation of the Bennington Veteran Incubator Farm at the Vermont Veterans Home. This role involves engaging with community members, managing farm operations, and fostering organizational development to establish a sustainable and impactful initiative. The ideal candidate for this role will view this position as starting a small cooperative business with financial support from a community partnership in the start up years. The goal of this program is to build a stand alone entity with a two year runway under the fiscal sponsorship of the Conservation District and the Vermont Veterans Home.

Key Responsibilities

Organizational Development:

- Meet regularly with community members to develop and refine the program.
- Recruit the initial cohort of Resident Member Farmers.
- Develop & implement the Farm Management Plan with the Resident Member Farmers of the Veteran Incubator Farm.
- Conduct needs assessments with institutional partners.
- Coordinate with local mentors and develop statewide partnerships with technical service provider networks to incorporate ongoing professional development programming for member farmers & community partners.
- Lead the team tasked with formulating organizational bylaws and incorporation of BVIF and the wider Veteran Farmer Cooperative.
- Oversee the recruitment of non resident member farmers in the wider region to participate in the Cooperative.

Communications & Outreach

- Manage communications with members of the Veteran Incubator Farm and core community partners.

- Publicize updates, volunteer opportunities, and events through the BVIF website, local news outlets, and social media.

Grantwriting & Fundraising

- Identify grant opportunities and potential funders for the Veteran Incubator Farm.
- Write grant proposals and administer grant reporting.
- Work in cooperation with the Bennington County Conservation District to implement a Comprehensive Conservation Plan for the farm and implement the plan using NRCS EQIP funding.
- Develop and implement an organizational Capital Campaign to raise private funds to support organizational needs and objectives.

Teambuilding & Leadership Development

- Responsible for the development and maintenance of a culture of cooperative decision making within the farmer member cohort.
- Assisting the member farmers with program navigation, mentor pairing, and access to services available to the member farmers.
- Lead member farmers and community members on farm work days at the Incubator Farm and at Non Resident Member Farms.

Qualifications

Required:

- Must be a Veteran, preferably recently discharged (within the past 10 years).
- Demonstrated leadership experience equivalent to a Lead Petty Officer or Squad Leader.

Preferred:

- Experience with grant management and pursuing funding opportunities.
- Entrepreneurial background or experience.
- Experience with or enthusiasm for agriculture.

Work Environment

- Mixed field and office environment.
- Must be able to lift a minimum of 50 pounds.
- Preferred experience in operating small and heavy machinery.

Application Process

Submit the following documents:

- Resume
 - Proof of Prior Service
 - Honorable Discharge Documentation
 - Submit Application Materials to Michael Fernandez at the Bennington County Conservation District
 - **Application Deadline:** Rolling
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