



## Farm Business Manager - Green Leaf Learning Farm

Green Leaf Learning Farm, a Knowledge Quest program, seeks to hire a Business Manager to oversee the planning, implementation, and tracking of the farm expansion and related projects. A primary task for the Manager will be the development of business-related Financial Projections and Tactical Plan which has a beginning, an end, and specified deliverables. The Manager will keep multiple streams of work on track and lead a team that works collaboratively and effectively. The Manager will also be the forward-facing representative for the organization, ensuring related contractual compliance and financial controls within respective contracts. At a minimum, contractors will include an Architectural Firm (development of farm's architectural/agritourism master plan) and a General Contractor (erection of an innovation greenhouse). The aforementioned represents the minimum components of the "Project" to be managed.

### Key Responsibilities

#### Financial Projections

- Facilitate discussions with organizational management and program staff to determine if revisions are required to established Green Leaf Marketing and Business Plans.
- Review current operations budget to determine if projected revenue and expenditures align with operating strategies.
- Revise strategies and/or projections as needed.
- Use information gathered to develop a detailed financial model and projections for each business unit including:
  - Farm Production
  - JUCA Culinary Academy
  - Agritourism (including K-16 education)
  - Residences of Green Leaf

#### Create a Tactical Plan

- Review the Operational Strategy of the current Business Plan developed by the organization and make revisions as necessary in light of newly gathered research and affirmed priorities...
- Prepare a written Tactical Plan that includes the following:
  - Description of the step-by-step tactics for accomplishing each strategy outlined for each business unit
  - Identify each person(s) responsible for completing each tactic
  - Deliverables for each tactic
  - Budget for each tactic
  - Follow-up for tactics as needed
- Present initial draft of Tactical Plan to organization administration for review
  - Make any revisions, present final document

#### Plan the Project

- Define the scope of the project in collaboration with senior management
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- Determine the resources (time, money, equipment, etc.) required to complete the project
- Develop a schedule for project completion that effectively allocates resources
- Review the project schedule with senior management and all other staff that will be affected by the project activities; revise the schedule as required
- Determine the objectives and measures upon which the project will be evaluated

#### Implement the Project

- Execute the project according to the project plan
- Develop forms and records to document project activities
- Set up files to ensure that all project information is appropriately documented and secured
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards

#### Control the Project

- Write reports on the project for management
- Communicate with managers (and funders) as outlined in funding agreements
- Monitor and approve all budgeted project expenditures
- Monitor cash flow projections and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly)
- Manage all project funds according to established accounting policies and procedures
- Ensure that all financial records for the project are up to date

- Prepare financial reports and supporting documentation for funders as outlined in funding agreements
- Ensure that the project deliverables are on time, within budget and at the required level of quality
- Evaluate the outcomes of the project as established during the planning phase

#### Market the Project

- Develop the marketing strategy for the organization in line with the organization objectives
- Oversee the organization's marketing budget and expenses
- Create, edit and distribute all marketing materials in line with specific marketing plans
- Help identify funding and support in the preparation of proposals, grants and business plans
- Prepare monthly reports on sales activities, marketing initiatives and overall business performance

#### **Education & Experience Required:**

- Minimum 3 years of management experience
- Minimum Bachelor's Degree in related field; Master's Degree (desired)
- Developing Budgets, Coaching, Supervision, Staffing, Project Management, Management Proficiency, Process Improvement, Tracking Budget Expenses, Self-Development, Planning, Performance Management
- Excellent project management and organizational skills; ability to manage details and work independently.
- Excellent written and oral communication skills and strong interpersonal skills required.
- Proficiency in Microsoft Office applications, including Word, Power Point, and Excel is required.
- Experience with software to present data effectively strongly preferred, as well as familiarity with analytic tools.

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