



Program Manager (Full-time)

Grassroots Gardens of Western New York, Inc. is a dedicated group of community gardeners and activists. Our mission is to share knowledge, power and resources to grow healthy food, heal systemic harm, and strengthen neighborhood connections through community gardens.

We seek to build a lasting network of land and people growing healthy communities.

We are seeking a Program Manager who shares our values of Equity and Justice, Community Leadership, Fostering Connections, Stewardship, and Restorative Practices.

Position Summary:

The Program Manager is responsible for the day-to-day operations of our community and school gardening programs as well as our Community Garden Resource Center. The Program Manager will supervise the team who provides direct support to our 100+ community gardens in Buffalo and Niagara Falls. This individual will lead or participate in the management of most community and school garden grants and act as the agency's representative for several community coalitions. The Manager will also assist in building the staff's skills, assist with annual events and programming, and perform community outreach as needed.

This position is full-time and reports to the Executive Director. Schedule is flexible, however, some evenings and Saturdays will be necessary. This is a grant-supported, salaried position up to \$40,000. The position is currently funded for one full-year with plans to seek additional funding for future years. Benefits include paid time off, health care, a retirement savings option, a flexible schedule, and a chance to create real community change. Position begins as soon as the right candidate is identified.

Principal Duties and Responsibilities:

Community & School Garden Programming

- Directs the community garden programming for 30 school gardens and over 70 neighborhood gardens in Buffalo and Niagara Falls
 - Responds to the needs of community gardeners and makes staff assignments to meet these needs
 - Manages the purchasing and distribution process of materials, tools, and supplies to gardeners throughout the growing season.
 - Advocates on behalf of community gardeners with key stakeholders such as local government or neighborhood organizations
 - Creates system for volunteer recruitment and placement
 - Mediates community concerns or conflicts
 - Works closely with community members interested in starting community or school gardens
 - Coordinates two lead gardener meetings in Buffalo and Niagara Falls each year as well as monthly Gardeners' Committee meeting

- Manages all aspects of our Community & School Garden Education Series
 - Collaborates with various partners to run our annual Spring Seminars workshop series for community gardeners and the public
 - Develops and delivers outreach programming such as presentations for corporate, community or academic partners

- Leads our school garden staff in co-creating a school garden program with flexible methodologies to meet students and teachers where they are.

Administrative

- Supervises program staff and interns including daily communication to respond to their needs, regular check-ins as needed , as well as co-leading staff meetings and annual evaluations with the Executive Director. Connects staff to professional development training on an as needed basis.
- Co-manages the Community Garden Resource Center at our headquarters on Broadway in Buffalo with the Executive Director
- Maintains ongoing and regular communication with the Executive Director regarding all program needs and concerns.
- Ensures implementation and reporting for all grant and funding requirements that support the community and school garden programs. This includes tracking data, contributing to grant reporting, attending meetings with funders to provide updates as needed.
- Other duties as assigned by Executive Director

Necessary Qualifications:

- Passion for building and strengthening communities through gardening
- Demonstrated ability to work successfully and respectfully within diverse communities, including varying racial, ethnic, gender, sexuality, ability, age, and class groups
- 3+ years in nonprofit program management including experience with grant writing, grant implementation and reporting
- Management or supervision experience
- Ability to manage many projects at one time
- Ability to work independently and supervise a remote team simultaneously
- Strong working knowledge and experience with gardening methods, tools, materials and techniques

Preferred Qualifications:

- Proficient in Microsoft Word, PowerPoint, Excel and Google Apps
- Comfort with public speaking, social media, and remote conferencing

Grassroots Gardens seeks to build an organization and culture fully reflective of the communities where we work and grow. **We are committed to building an equitable and inclusive organization and strongly encourage applications from People of Color, LGBTQ+ individuals, women, individuals living with disabilities, veterans and people from working class backgrounds.** We will strive to make accommodations to the work environment to facilitate the ongoing success of the selected candidate.

Please send resume, cover letter, and three references to Jeanette Koncikowski, Executive Director, at director@grassrootsgardens.org or by mail at 389 Broadway, Buffalo, New York 14204 by October 11th, 2020. No phone calls please.