



GARDENER MANAGER

- Flexible (up to 20 hours per week)
- Sick Time and Bereavement Pay
- Pay Range: DOE

MISSION

The mission of the Making A Difference Foundation is to make a difference in the lives of others one person at a time by helping them acquire the most basic human needs: food, housing, encouragement, and opportunity.

JOB PURPOSE & SUMMARY

Making A Difference Foundation seeks a Garden Manager at the Blair's Sanctuary Garden at the old soldier's home in Orting. MADF maintains two gardens that provide fresh food for Eloise's Cooking Pot food bank. Blair's Sanctuary Garden, launched in 2003, is an active garden growing fresh organic produce. The garden manager maintains the growth of the gardens and helps harvest the produce for the food bank. The Garden Manager reports directly to the executive director, who is responsible for his/her performance evaluation.

GARDEN MANAGER RESPONSIBILITIES

Maintaining the garden throughout the year to enhance the gardens wellbeing. These duties may include, but are not limited to, the following.

- Garden activities: Direct all aspects of growing fresh produce for residents' consumption. Tasks include, but are not limited to, seasonal garden planning with MADF members, procuring seeds and seedlings, organizing and setting priorities for workdays, general maintenance (weeding, watering, composting, etc.). The Garden Manager will have latitude for independent judgment on how to structure the garden use and operations.
- Coordinate Activities & Build Leadership within MADF: Coordinate with MADF to assist with planning and execution of garden and community programs. Facilitate biweekly MADF meetings. Identify and coordinate opportunities for MADF members to maximize their capacity to be excellent gardeners and community leaders (e.g. through hands-on learning opportunities, identifying gardening and/or leadership development workshops they can attend, etc.).
- Fundraising & Accounting: Research grants and assist MADF with writing grant applications to secure funds for garden activities/programs, and assist with funding efforts of MADF members. Manage accounting for the operational budget: record all financial transactions (e.g. grant awards, expenditures, private donations, etc.) and work with fiscal agent to plan for and track garden expenses. Provide quarterly expense report to MADF.
- Metrics: Collect and log attendance, harvest yield, and periodic survey data to measure reach and effectiveness of garden programs, with assistance from MADF.
- Program support: Facilitate gardening workshops and provide administrative and operational support for community programs (e.g. healthy cooking workshop, workshops facilitated on-site by other organizations).
- Outreach & Publicity: Develop and implement creative community outreach strategies to engage new members of the community on an ongoing basis, including occasional door-to-door outreach, creating and posting flyers and managing weekly Facebook posts; taking, filing, and posting photos of garden events/activities, etc.
- Partnerships: Seek creative partnerships and opportunities for collaboration with nonprofit community groups to strengthen garden program offerings and to build relationships with local community-based organizations.
- Manage summer interns: Supervise and provide detailed work plans for summer youth interns.

The Garden Manager should meet the following minimum criteria:

- Have a high school diploma or equivalent, bachelor's degree or higher preferred
- Have at least two years of experience working in an urban farm or community garden in a leadership role, or have a strong background in urban agriculture or gardening
- Have strong communication skills—written, verbal, and in one-on-one interactions—and be comfortable working in/with groups.
- Be an outgoing self-starter willing to develop and act on creative opportunities to increase the Blair Sanctuary Garden's value as a resource both to local residents and organizational partners
- Be highly organized, able to work independently, and exercise sound judgment given creative latitude in garden management
- Be willing to work 25 hours per week in the high season (March – November) and 15-20 hours per week in low season (December – February)
- Be able to perform physical work required for garden maintenance
- Have own cell phone that can be reliably used for garden-related communication
- Be familiar with using Microsoft Word and Excel (or Google Docs and Spreadsheets)

The ideal candidate will also possess the following skills (strongly preferred, but not required):

- Spanish language fluency
- Excellent grant writing skills
- A knack for writing social media posts to make the garden more visible to the community
- Proficiency with Microsoft Word, Excel, and PowerPoint (or Google Docs, Spreadsheets, and Slides)

Application Process:

Applicants may apply as either an individual or a team. Team applicants may divide hours and responsibilities among team members. Each team member must submit own resume and references, but the team may submit a joint cover letter that includes a proposal for how members will divide hours and responsibilities. Applicants applying as a team need not be related. We will consider how suitable the team is as a whole in meeting Garden Manager criteria. If a team applicant is selected, each team member will receive the title of Garden Manager.

Interested applicants should E-Mail the following to Ahndrea Blue at info@themadfseattle.org as soon as possible.

- Resume
- Cover letter
- Contact information for two references

MADF is an **equal opportunity** employer. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

To learn more about MADF, go to www.themadf.org.

PRINT NAME

SIGNATURE AND DATE