



**Position Title:** Program Director

**Location:** Zenger Farm - Portland, OR

**Position Type:** Full-time (32/hour week), overtime exempt, salaried

**Compensation:** Starting \$65,000-\$75,000 with benefits

**Timeline:** Position will remain open until filled, application review begins March 8th

**Zenger Farm** is a 501(c)3 nonprofit working urban farm in Portland, OR that models, promotes, and educates about sustainable food systems, environmental stewardship, community development, and access to good food for all. We are guided by a vision of a healthy, resilient community, where the wellbeing and prosperity of children and adults, regardless of race, geography or socio-economic status, is enhanced through access to affordable, plentiful and nourishing foods. As a justice centered, food access and education non-profit, we believe nourishment is a basic human right and that the root causes of inequitable food access – racism, poverty and other systems of oppression – must be addressed to create a just food system.

We encourage Black, Indigenous, and people of color, women, LGBTQ+ people, religious minorities, recent migrants/refugees, people with disabilities, and applicants from different generational and economic backgrounds to apply.

**About this Position:**

This position serves as an integral part of Zenger Farm’s leadership team and is responsible for planning, implementing, and evaluating Zenger Farm programs and associated partnerships. The ideal candidate is a seasoned Program Director that can direct all aspects of Zenger Farm program strategies to support participatory, community-led program development and delivery. This role specifically supports our education (Farm School, Field Trips, Farm Camps, Open Farm Days), farming (CSA, Beginning Farmer Apprenticeship), and community kitchen (Community Chefs, commissary kitchen) programs. As a key representative of our work, they will increase our visibility and participation in food justice movements to strengthen Zenger Farm’s connectedness and capacity.

**Essential Duties:**

- Direct administration of program activities, including planning, organizing, and staffing
- Develop annual program budget and operating plan to support programs
- Support the strategic direction of the organization as a member of the leadership team
- Supervise, hire, coach, and develop Program Managers and supporting staff
- Create cross functional systems to support collaboration, communication, and capacity across programs
- Build a strong team through open communication and by clarifying and collaborating on decision-making responsibilities

- Initiate and set goals for programs based on the organization's strategic objectives in partnership with Program Managers
- Support Program Managers to plan programs from start to finish, including identifying processes, deadlines, and milestones
- Create systems for evaluation and data collection to ensure programs are achieving their desired outcomes
- Work closely with Grants Director on developing grant proposals and completing grant reports
- Work cross-programmatically to build and strengthen programmatic partnerships with neighborhood-based and culturally specific groups including updated MOUs
- Foster opportunities for partners and program participants to provide input in programming
- Represent Zenger Farm within community coalitions, advocacy opportunities, meetings, and other networks
- Participate in regular staff meetings, trainings and team building events to promote strong cross-program collaboration, board-staff relationships, and a work culture of mutual support, accountability, and organizational learning
- Other tasks or projects as identified by the Executive Directors

#### **Qualifications:**

We encourage you to apply if you have a mix of relevant experience because there will be support and professional development opportunities in this position.

- A commitment to and passion for Zenger Farm's mission
- 5+ years related experience in program management
- 4+ years experience directly supervising individuals and teams
- Experience directing programs in food justice, education, food systems, or other relevant fields
- Strategic mindset with strong facilitation and interpersonal skills
- Demonstrated leadership and problem-solving skills
- Proven success in program evaluation and grant reporting
- The ideal candidate has longstanding partnerships within the food justice, youth education, and agricultural community
- Lived experience or significant experience working with low-income, immigrant, refugee, Black, Indigenous, and communities of color.
- Organized and detail-oriented with the ability to balance multiple, competing priorities
- Ability to work independently, think critically, and adapt to new situations
- Confidence in using technology to support workflows. We currently use Salesforce, Asana, Mailchimp, Click and Pledge, Canva, GSuite, and Microsoft Office
- Ability to climb stairs, sit/stand at a desk, and look at a computer monitor for extended periods of time with breaks

**Compensation**

This is a salaried position located in Portland, OR. The current salary range for Director positions at Zenger Farm is \$65,000-\$85,000 annually. Applicants should expect starting salaries from \$65,000-\$75,000 with the opportunity for merit-based pay increases and bi-annual market-based pay adjustments. Benefits currently include a four-day work week, fully paid medical and dental insurance, generous paid time off, 10 annual paid holidays, monthly technology allowance, and an employer paid 3% retirement matching program.

**To Apply**

Please fill out the application form and attach a resume and optional cover letter [here](#). Position will remain open until filled, application review will begin March 8th. If you have additional questions please email [apply@zengerfarm.org](mailto:apply@zengerfarm.org)

***Zenger Farm provides equal employment opportunity without regard to race, color, sex, age, religion, national origin, handicap, disability, veteran status, sexual orientation, or gender identity, in accordance with applicable federal laws.***