



## **Director of HEAL Programs**

Immediate Opening

Urban Tilth is excited to announce an immediate opening for a Director of HEAL Programs. The ideal candidate for this position will have a strong background in business development with a specialty in food businesses as well as an understanding and commitment to increasing food access in the greater Richmond area and West Contra Costa County and supporting food justice in general. This position will also require a deep commitment to community based farming and gardening, as well as agro-ecology, and a passion for mentoring and working with multiple teams towards a collective vision of cultivating a diverse, inclusive, and localized food system in Richmond, CA.

This position is for someone with a “calling” not someone who is just looking for a “job”. This individual will serve as a director, mentor and advisor to the Community Supported Agriculture (CSA), the Farm Stand, Added Value Products team and Food as Medicine teams. This position will also play a significant role in the development of Urban Tilth’s new entrepreneurial programs including the new farm store, meeting room rentals and native plant nursery.

\*Due to the nature of this position a negative COVID-19 test background check, fingerprinting and TB test are required for employment.

### **Position responsibilities:**

- Work with the Executive Team and Contractors to establish and maintain a pathway to break even for Urban Tilth social entrepreneurial projects: CSA, Added Value Products, Farm Store, Community Room Venue Rental and Native Plant Nursery.
- Support and manage HEAL Program Area teams to develop and follow through on annual action plans, maintain program budgets and submit thorough documentation and other reporting.
- Work with Human Resources Manager to support HEAL Program Area staff in establishing and following through on individual professional development plans.
- Work with Human Resources Manager to complete annual performance reviews, staff evaluations and performance improvement plans as needed.
- Act as an advisor and mentor to support the HEAL Program teams in designing and coordinating high quality and values aligned community activities, products, and services.
- Make sure to keep HEAL Program certifications, licenses, and permits updated and in good standing. Including but not limited to: PACA License, CSA State Licenses, Food Safety Certifications, Food Safety Plan Compliance, Business License, Seller’s Permit, Wholesale Permit, Canning Licenses, Farm Stand Permits, CCC Ag Nursery Sales License etc
- Work with Human Resources Manager to recruit HEAL Program Area staff as needed.

- Convene and facilitate weekly team HEAL Program Area meetings
- Work on site with an individual HEAL Program Area one half day once a week (at minimum).
- Work with HEAL Program teams to ensure effective community outreach for services, products and community events..
- Work with HEAL Program teams to maintain daily, weekly and monthly data collection including but not limited to: product creation and distribution photos, membership and sales tracking, monthly program level manager reports, production logs, food safety logs, labeling and inventory management
- submit all expense reports on a weekly basis to support funder billing.
- File monthly reports before the 5<sup>th</sup> day of each month for the prior month
- Create and maintain relationships with stakeholders, organizations and individuals
- Assist in fund development for HEAL Programs and Urban Tilth as a whole
- Deliver presentations at annual board staff retreats and strategic planning meetings
- Attend ALL Urban Tilth staff meetings
- Participate in ALL Urban Tilth projects, programs and events including the Summer Apprentice Program and MLK National Day of Service
- Attend trainings and conferences to continue to develop professional skills

**Required Skills:**

- Experience assessing, creating and managing Proformas, Business Plans, Business Model Canvasses, Profit and Loss Statements, Balance Sheets and Cash Flow Analyses.
- 3-5 years of supervisory and mentorship experience especially for larger teams composed of people of color.
- Training and or experience in trauma informed conflict resolution and restorative justice techniques
- Experience working with, training, and mentoring youth and young adults
- Proficiency in online social media, communications
- Proficiency in Google Suite Including Google Drive (Sheets, Docs)
- Excellent verbal and written communication skills
- Collaborative yet self-driven work style
- Comfortable managing multiple tasks and picking up new tasks as needed
- 3-5 years experience managing organic small farms or large community gardens.
- Experience working with immigrant and low income communities of color
- Experience working in Richmond and comfortable moving around in North Richmond
- Drivers license and clean driving record

**Compensation:**

- Salaried position: \$75,000 - \$85,000 + benefits (medical, dental, sick leave, holidays & vacation)
- Full Time position (40 hours per week)
- Some weekends and holidays required

\*People of color, North Richmond, Richmond and San Pablo residents, LGBTQ and formerly incarcerated, were encouraged to apply.

**How To Apply:**

Please email cover letter, resume and references to: [employment@urbantilth.org](mailto:employment@urbantilth.org)  
ATTN: Director of HEAL Programs Hiring Committee

Urban Tilth has a great team and we are doing great things. To learn more about our work visit our website: [www.urbantilth.org](http://www.urbantilth.org), facebook page: [facebook.com/urbantilth](https://facebook.com/urbantilth) or google Urban Tilth.