Position Description

POSITION TITLE: Farm Manager
STATUS: Full Time, Exempt
REPORTS TO: Field Operations Director
POSITIONS REPORTING TO THIS POSITION: Supervise and develop one full-time staff member, increasing seasonally to 3 staff and up to two AmeriCorps crews.
LOCATION: Smith Valley, NV

We invite you to join us in our ambitious mission to restore Walker Lake. The Conservancy has an inclusive, positive culture that values work-life balance and growth opportunities. Our generous benefits package further separates us from other non-profits and local employers.

BACKGROUND: The Walker Basin Conservancy acquires water rights and ranches to increase freshwater flows to Walker Lake. We re-establish native plant communities on former agricultural fields, increase public access and recreation opportunities, and develop practical solutions to save Walker Lake and protect environmental interests throughout the Walker Basin. From creating Nevada’s newest State Park (the Walker River State Recreation Area) to adding thousands of acres to Wildlife Management Areas, our work impacts thousands of community members, ranchers and recreationists every year. The Conservancy operates a nursery that produced more than 25,000 native plants in 2021 and produces native seed for conservation purposes on its properties. Our team comprises approximately 30 full-time employees and between 15 and 40 AmeriCorps Members given the season.

JOB PURPOSE: The Farm Manager operates our native seed farm and demonstration projects and works closely with the Field Operations Director, Conservancy Leadership Team and consultants to identify crop production schedules.

The ideal candidate will possess experience, knowledge, and skills related to planning and executing native seed production and marketing, project management and staff supervision. Knowledge of desert plant and wildlife identification and ecology is highly desirable. The successful candidate will be a team-oriented communicator and facilitator, who leads by example and possesses an interest in mentorship and teaching.

Salary & Benefits
Salary range of $55,000-$69,000 per year, commensurate with experience.
Additionally, the Conservancy provides an excellent employee benefits package which includes:

- Employer paid health, dental and vision plans for employee (worth over $5,200 annually);
- Retirement 403(b) plan including a Conservancy contribution equal to 6% of your salary ($1,996 to $2,745 annually);
- Employer paid life insurance plan for employee (pays up to 1x employee’s yearly salary to beneficiary);
- 120 hours of annual paid vacation, increasing to 160 hours after first year, 16 hours of annual personal leave, and 60 hours of annual sick leave;
- Paid holiday week between Christmas and New Year’s in addition to 12 paid holidays during the year.
- Health and wellness subsidy of up to $300 annually.
- Access to outdoor industry pro-deals.
- Monthly professional development and training opportunities, including Coursera, as well as additional employer paid professional development opportunities.

**Essential Functions**

**Operate native seed farm and demonstration projects**

- Execute annual plans to increase and market native seed;
- Produce seed in line with budget expectations;
- Oversee full production cycle from seeding to harvesting, cleaning and delivery;
- Contribute to multi-year planning for the Sutter property;
- Identify capital expenditures needs;
- Work with Field Operations Director, Conservancy Leadership Team and consultants to identify crop production schedules; and
- Recruit, mentor, supervise, and train AmeriCorps members, staff, and volunteers.

**Facilities Management**

- Oversee maintenance of fence and irrigation infrastructure. Work with fleet coordinator to ensure regular maintenance of vehicles and equipment;
- With help from Conservancy Facilities Manager, develop maintenance plans for housing and other buildings on Sutter Ranch;
- Work with lessees and applicable to manage movement of cattle and water; and
- Build the ranch to be seen as a community asset.

**Other Functions**

- Contribute to peer-reviewed research publications;
- Assist with outreach and community engagement activities such as facilitating group visits from schools, groups, clubs, and community members; and
- Other duties as assigned by the Walker Basin Conservancy.
Preferred Qualifications

- Experience with commercial crop production required;
- Experience with irrigation infrastructure required;
- Management experience as a foreman, project lead, or land manager strongly preferred;
- Experience in seed production a plus, but not required;
- Experience and skill in identifying plants and wildlife (including herpetofauna, birds, and/or invertebrates) occurring in the Great Basin;
- Experience planning and coordinating project timelines and staffing requirements;
- Ability to train and lead staff and volunteers conducting monitoring activities;
- Experience developing proposals or research projects from new funding sources, including proposal writing, project management, and reporting;
- Ability to work in a fast-paced environment and with cross-functional teams;
- Strong critical thinking skills and independent problem-solving ability;
- Ability to keep detailed records, communicate with other staff and supervisors, and work unsupervised to accomplish program tasks;
- Familiarity with GIS and GPS applications and technologies; and
- Clean driving record and a NV State driver's license, or ability to obtain within 1 month of hire.

Physical and Mental Requirements
Strength, dexterity, coordination and vision to use tools and equipment for prolonged periods. Strength and stamina to bend, stoop, sit and stand for long periods. Strength and dexterity to operate small, medium and heavy equipment. Strength and stamina to endure standing and working for long periods in extreme weather conditions. Dexterity and vision to observe oncoming traffic hazards and react quickly to emergency situations. Some heavy lifting (over 75 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided to qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.
**Working Conditions**

This position functions in both outdoor and indoor environments. Indoor work will occur in a clean environment, typically performed at a desk. Outdoor settings will be exposed to varying weather conditions, including, but not limited to extreme heat, dry conditions, rain, snow or hail, and extreme cold. Work sites will generally be in areas with at least primitive road access for vehicles. Work sites will generally not have access to potable water, restroom facilities or cellphone signals, and staff will be expected to follow Leave No Trace principals on work sites without facilities. Work will frequently require hiking over rough terrain while carrying tools and equipment. The work environment is generally dirty, with prolonged exposure to conditions such as dust, fumes, noise and odors. Frequent interruptions to planned work activities occur.

**Position will remain open until filled. Only top candidates will be contacted.**

All applicants must also submit an Employment Application Acknowledgement form that can be found on our website at: [https://www.walkerbasin.org/careers](https://www.walkerbasin.org/careers)

To Apply, please send cover letter, resume, and acknowledgement form to:
Amy Gladding
Amy.Gladding@walkerbasin.org
Subject Line: Farm Manager

Please call (775) 463-9887 ext. 116 with questions.

Walker Basin Conservancy is an equal opportunity employer.

*Equal Opportunity Statement – Walker Basin Conservancy is an equal opportunity employer. The Conservancy does not discriminate against any employee, applicant, director, officer, contractor, or any other person with whom it deals because of race, creed, color, disability, age, sex, veteran status, religion or political affiliation. The Conservancy complies with all federal and local statutes prohibiting discrimination in employment.*

*Reasonable accommodations may be provided for qualified individuals with a disability.*

*Disclaimer - The statements contained herein are intended to describe the general nature and level of work to be performed by the employees in these positions. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in each position. Other responsibilities, duties, and skills may be assigned and management retains the right to add or change the responsibilities, duties, and skills at any time.*
COVID-19 Pandemic Response
The Conservancy is requiring all staff and members to be fully vaccinated by their position start date or have a documented medical or religious exemption.

The Conservancy continues to follow CDC and state/local guidelines and may reinstate previous COVID policies should the CDC or state/local guidelines become more stringent. The Conservancy will keep applicants updated should COVID policies change.