The Well at Oxon Run Program Manager

DC Greens is a Black-led, multiracial non-profit organization that uses the power of racially equitable food policy, education, and access to build a more just and resilient food system in our nation's capital. Our vision for health equity is a city where each of us has the ability to shape the policies and institutions that have an impact on our wellbeing. We work with DC residents experiencing food insecurity to build power using tools and strategies to influence the production, accessibility and affordability of nutritious foods. Our key programmatic pillars position us to advance health equity in DC in collaboration with citizens, peer organizations and partners in government.

The Well at Oxon Run is our most recent place-based program that embraces the full scope of community wellness and leverages partnerships and community-directed programming to promote health. Beginning its second season, The Well is an educational farm and wellness space located in Ward 8 near the Congress Heights, Washington Highlands and Bellevue neighborhoods. The Well is a dream realized by and with community, supporting all who enter to reconnect with themselves, the land, and one another in an inclusive and healthy environment.

The Well Manager will be responsible for carrying forward the strategic direction of The Well while building productive community partnerships and co-creating effective community feedback channels. You are an ideal candidate if you have extensive experience building trusting relationships in communities that have been under-resourced. We would like to connect with you if you have a commitment to the power of green spaces as a tool for individual and collective resilience and value partnership with community organizations. You will be responsible for the growth of The Well as a community asset, building its infrastructure and making it consistently accessible. This position reports to the Programs Director and manages the full-time staff members of The Well.

**Essential Job Responsibilities**

**Leadership/Management/Supervision**

- Support the creation and carry forward the strategic vision of The Well - ensuring stakeholders (community members, partners, etc) feedback is integrated into program design
- Develop operational processes and procedures for The Well
- Partnership maintenance and site coordination with The Well partners
  - Develop and disseminate program protocols to The Well stakeholders and partners
  - Establish strong and trusting communication channels with The Well partners
- Ensure contracts with partner organizations meet the required guidelines based on program and organizational requirements
- Coordinate and lead regular meetings with The Well stakeholders
- Collaborate with DC Greens’ program staff to create and support opportunities for program engagement with The Well
- Support the coordination of volunteer activities with the The Well staff and Development team
- Lead and supervise The Well staff in all team functions

**Community Engagement/External Relations**
- Work in collaboration with the CE team on identifying opportunities to engage and develop relationships with individuals living within the vicinity of The Well
- Develop and maintain new and existing partnerships including, but not limited to, community groups and civic associations in the Washington Highlands/Bellevue/Congress Heights neighborhoods, and government agencies
- Collaborate with Communications around external communications related to The Well
- Present about The Well to local, regional, and national audiences
- Maintain operating hours and ensure all programmatic activities, community events and volunteer opportunities for The Well are executed according to the agreements
- Provide oversight in the planning of community events at The Well
- Responds to requests for information from new and potential partners and community members
- When assigned, participate in subject matter relevant communities of practice and local/national coalitions

**Infrastructure Development & Management**
- Develop annual program budget and logic model
- Ensure documentation of program and ensure data is accurate and up-to-date
- Complete regular program-level budget tracking
- Maintain grant files and ensure that reporting deadlines are met
- Ensure clear and effective internal communication about The Well
- Provide oversight in the successful planning and planting of a growing plan and general farm maintenance; and lead in developing plans for produce distribution

**Fundraising**
- Develop volunteer engagement plan in collaboration with development team
- Lead tours for visiting corporate volunteer groups, regional conference attendees and individual visitors
- Contributes to the fundraising and Development activities for The Well by prospecting new funding sources, maintaining relationships with existing funders, and participating in an expert capacity in meetings with potential funders

**Team Contributor and Collaborator**
- Participate actively and respectfully in team and staff meetings and retreats
● Contribute to the overall improvement of the organization
● Represent the organization externally, including at major fundraising events, in accordance with stated values
● Expected to be self reflective around how power, privilege, and access supports or challenges efforts to center equity
● Additional related duties as assigned

Qualifications
● Demonstrated commitment to racial justice and equity; experience and cultural competence working with historically under-resourced peoples
● Demonstrated commitment to the vision and mission of DC Greens’ work
● No less than 5 years experience in a public facing role with experience organizing, and operating a space
● Experience supervising a team through the employee lifecycle
● Experience developing and maintaining partnerships with diverse stakeholders (community members, government officials, nonprofit partners, philanthropy)
● Program design and implementation experience
● Clear oral communication skills with the ability to adjust messaging based on audience
● Experience facilitating group discussions
● Knowledge of Google Suite and social media platforms
● Experience building a cohesive well supported team
● A positive attitude, concern for people and community, demonstrated presence, self-confidence, humility, and good listening skills
● Experience navigating uncertainty and solution based thinking

Preferred
● Familiarity with organizations and programs operating in Ward 8 in DC
● Resident of Washington, DC or surrounding area

Salary & Benefits
This is a regular, full-time salaried, exempt position. Our organization’s salaries are set using a pay equity process. This process was implemented by the organization in 2019 and utilizes social justice principle to equitably compensate staff. The salary range for this position is $87,450 to $92,700 commensurate with experience and non negotiable. A generous benefits package includes medical/dental/vision, disability/life insurance, 25 days paid time off, parental leave, an employer match on retirement contributions after one year, and some flexibility in work schedules.

Location & Travel
The Well at Oxon Run is located at 300 Valley Avenue SE, Washington DC 20032 - March through November it is the primary location for The Well Manager to work. November through February this is primarily a remote position with some mandatory local travel.

How to Apply
Email a cover letter and resume to hiring@dcgreens.org. In your cover letter provide an
answer in 250 words or less to the following prompt: What is your personal and professional lived experience with the communities with whom we work?

Please put "The Well at Oxon Run Manager" in the subject line and save your cover letter and resume as a single attachment labeled “LAST NAME, FIRST NAME_Application”. Applications will be accepted on the rolling basis with priority given to applicants that apply by June 23, 2023, 11:59 pm EST. Anticipated start date is July 24, 2023.

DC Greens is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bicultural individuals, as well as women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.