



# NORTHEAST ORGANIC FARMING ASSOCIATION OF VERMONT

## Employment Opportunity

### Farm Business Advisor

The Farm Business Advisor provides high quality, responsive services to support farmers at all levels of development to enhance the viability of their businesses while meeting their quality of life goals. This position works one-on-one with both beginning and established farmers to address a diversity of business and production issues. The Farm Business Advisor will report to, and collaborate closely with, the Farmer Services Director to develop and deliver the most effective services to Vermont's organic farmers.

This position is 20-25 hours per week and based out of the Richmond, VT office. We anticipate growing the position to full time within a year.

### Job Responsibilities

- Conduct intake interviews and assessments of farmer needs and match to the appropriate program or service.
- Deliver and/or coordinate on-farm business planning and other technical assistance services and special projects (i.e. cost of production benchmarking).
- Collaboratively develop programs, special projects, and/or resources that work to enhance the viability of Vermont organic farms.
- Assist with program outreach, planning, and evaluation.
- Contribute to grant applications and assist with grant reporting.
- Advise on the development of NOFA-VT's educational offerings and policy positions.
- Develop and maintain positive collaborative working relationships with other agricultural service providers and food systems partners.
- Attend bi-weekly NOFA-VT staff meetings and Board meetings (if applicable).
- Actively participate in NOFA-VT "team" events such as the Winter Conference and On-farm Workshops, and serve as a representative of NOFA-VT at other events as needed.
- Other duties as assigned.

### Qualifications

- Bachelor's degree or equivalent work experience, preferably in agricultural management, economics, business development or related fields.

- Experience working directly with farmers or small business owners in a business development and financial planning capacity.
- Experience with project management, both collaboratively and independently.
- Excellent written and verbal communication skills. Strong interpersonal skills and comfort speaking in public.
- Knowledge of organic and sustainable agriculture and the educational needs of commercial farmers.
- Excellent organizational skills. Ability to prioritize tasks and problem-solve in a position with many moving parts.
- Ability to work well with a wide range of people and adapt to changing situations on a daily basis.
- Strong computer skills (Microsoft Office) required.
- Grant management experience preferred.
- Valid driver's license and access to a reliable vehicle for travel. Frequent statewide and occasional out-of-state travel required. Ability to work occasional weekends and evenings.

### **About NOFA-VT**

NOFA-VT is a nonprofit association of farmers, gardeners, and consumers working to promote an economically viable and ecologically sound Vermont food system for the benefit of current and future generations. Our Farmer Services Program works statewide to provide business planning, production technical assistance, and educational opportunities that support aspiring, early stage, and established farmers in reaching their business and quality of life goals.

### **To Apply**

Please submit a resume and letter of interest to [jobs@nofavt.org](mailto:jobs@nofavt.org) with "Farm Business Advisor" in the subject line. The position will remain open until filled.