



Northeast Organic Farming Association of Vermont

Nourishing People, Land, and Justice through
Organic Agriculture



Employment Opportunity

Farm Business Advisor

Position Type: 40 hours/week, salaried, exempt

Reports to: Farm Business Development Program Director

Supervises: N/A

About NOFA-VT

The Northeast Organic Farming Association of Vermont (NOFA-VT) was founded in 1971 by a group of farmers who believed that farming could be done in a way that nourished people and the planet. Today, NOFA-VT works with folks at all points in the food system to move towards an economically viable, ecologically sound, and socially just Vermont agricultural system that benefits all living things. We provide services and grants for farmers, cultivate connections within the food system, and work to increase the accessibility of Vermont's organic food, using food and farming as a lever to build collective power to center organic agriculture as an integral component of a broader movement for a thriving, just, climate-resilient future for all.

Position Overview

The Farm Business Advisor provides high-quality 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 will work one-on-one with farmers to address a diversity of business development challenges, with a special focus on integrating farmers' climate adaptation plans into their farm financial decision-making systems and identifying funding options for project implementation. The Farm Business Advisor will join the Farm Business Development Program team and collaborate closely with the Organic Practices Program team to develop and deliver responsive, wrap-around services to Vermont farmers who are certified organic, transitioning to organic, and non-certified farmers using organic practices.

Job Responsibilities

- Build and maintain trusting and honest working relationships with Vermont farmers.
- 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.
- Integrate outcomes of climate assessments, conducted by our Organic Practices team, into financial management tools including, but not limited to, cash flow projections, cost/benefit analysis, and profit & loss statements to support farmers in their decision-making around project implementation.



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- Integrate outcomes of climate assessments into full farm business plans to assess alignment of the implementation plan with the farmers' overall economic, environmental, and quality of life goals.
- Support farmers in assessing potential sources of funding for practice implementation and infrastructure improvements and creating a plan for accessing capital.
- 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.
- Develop and maintain positive collaborative working relationships with other agricultural service providers and food systems partners.
- Advise on the development of NOFA-VT's educational offerings and policy positions.

Additional Responsibilities (*applies to all NOFA-VT staff*):

- Attend bi-weekly staff meetings, occasional board meetings, and annual staff retreat
- Provide staffing support for the Winter Conference and summer on-farm events series
- Support NOFA-VT outreach at tabling events when appropriate
- Organize workflow in a way that allows space for collaboration and support for emergent needs
- Actively contribute to a positive organizational culture
- Support the growth and engagement our membership and collaborate with a wide range of people and organizations to build power together toward a future in which we all thrive

Desired Qualifications & Skills

We welcome applicants with diverse backgrounds who bring enthusiasm and excellence to their work. We are most interested in finding the best candidate for the job, and would encourage you to apply even if you do not meet every one of our desired qualifications and skills listed here. Curiosity and a drive to acquire and apply new skills are key to success on our team.

- 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 advising capacity.
- Ability to work both with a high level of autonomy and also within a collaborative team.
- Knowledge of organic and sustainable agriculture and the current needs of commercial farmers.
- Excellent written and verbal communication skills. Strong interpersonal skills and comfort speaking in public.
- Excellent organizational and project management skills. Ability to prioritize tasks and problem-solve in a position with many moving parts.



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- Ability to work well with a wide range of people and adapt to changing situations on a daily basis.
- Strong computer skills (Microsoft Office & Google Suite) required.
- Grant management experience preferred.

Work Location

Our office is located in Richmond, VT, though most staff work in a hybrid format, balancing in-person work and collaboration at the office with working from home or remotely. Frequent in-state travel is required for farm visits, meetings, conferences, and events. As such, a valid driver's license and access to a reliable vehicle for travel is required for this position.

Work Schedule

NOFA-VT offers its employees the benefit of a flexible work schedule, to the extent possible. To ensure that staff are regularly accessible to members, producers, partners and others, the general expectation is that employees conduct the majority of their work during typical business hours (8:30 a.m to 4:30 p.m Monday through Friday). All staff must have the ability and willingness to work from the Richmond office at least once a week. However, NOFA-VT offers staff members the flexibility to determine alternate work schedules that best accommodate the needs of the individual and the program. Some occasional weekend and evening hours may be required.

Compensation

This position has a starting pay of between \$56,160 - \$60,320, dependent upon experience. NOFA-VT offers an excellent benefits package for employees working 30 hours or more per week. Benefits currently include: employee healthcare coverage, the option for employees to purchase vision and dental insurance pre-tax, optional dependent care, health savings, and medical reimbursement accounts, matching (up to 3%) retirement contributions, generous paid time off, office closure for one-week in the summer and the last week of the year, life insurance, a flexible work schedule, a paid 4-week sabbatical after 7 years of employment (and every five years thereafter), and an employee assistance program.

Equal Opportunity Employer

NOFA-VT provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



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Applicants for this and all positions at NOFA-VT are encouraged to review our [Statement of Intention on Social Justice](#) prior to applying in order to understand how we view social and racial justice as central to a healed and thriving food and agricultural system.

To Apply

Please submit a resume, letter of interest, and contact information for two references to jobs@nofavt.org with “Farm Business Advisor” in the subject line. Apply by **October 20, 2024** for priority consideration, though the position will remain open until filled.