



POSITION ANNOUNCEMENT

Sustainable Agriculture and Rural Communities Program Manager

Put your education and experience to work helping American farmers and ranchers. The National Center for Appropriate Technology (NCAT) is seeking a full-time Sustainable Agriculture and Rural Communities Program Manager to provide management and leadership to NCAT's Sustainable Agriculture and Rural Communities Program. The position will be located at NCAT's headquarters in Butte, MT.

The National Center for Appropriate Technology (NCAT) is a private non-profit organization that works to foster and promote sustainable technologies and systems, especially for the benefit of economically disadvantaged individuals and communities. NCAT's work includes nationally recognized projects in agriculture and energy, including the ATTRA National Sustainable Agriculture Information Service.

QUALIFICATIONS: This is an excellent opportunity for the ideal candidate with a combination of education and/or experience in sustainable agriculture and/or marketing of agricultural products, business management, or business development. The position requires the equivalent of an MA/MS degree plus five to seven years of related experience or training. Experience in the practice and transfer of information on sustainable agriculture is required. On farm experience is a plus. A background of working for and with non-profit organizations would be useful. Of particular importance would be an interest and knowledge in agriculture marketing, horticulture organics, agronomy, soils, cropping systems and/or farm energy topics including bio-based fuels, conservation and renewable resources. The ideal candidate will have experience in leading collaborative efforts with many partners. You must have demonstrated supervisory skills. You should also be able to recognize and capitalize on new project opportunities not only in sustainable agriculture but in all NCAT program areas. Excellent written and oral communications skills are required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: The successful candidate will have project management expertise, understanding of non-government and government contracting, grant compliance, budgeting and fiscal planning and management, familiarity with the sustainable agriculture arena including critical farming research and agribusiness needs, familiarity with federal funding processes, ability to be a visionary with excellent technical skills, an understanding of agriculture/rural communities and program needs, ability to work independently and in a team environment, excellent public speaking skills, and ability to train and mentor staff. Travel is required.

RESPONSIBILITIES:

- Develops, implements, directs personnel and evaluates projects within the Sustainable Agriculture and Rural Communities Program.
- Provides leadership to assigned staff.
- Communicates regularly with the Sustainable Agriculture and Rural Communities team regarding project and budget activities.

NCAT Regional Offices:

- P.O. Box 3657 ~ Fayetteville, AR 72702
- 53020 Hitchcock Ave. ~ Lewis, IA 51544
- P.O. Box 2218 ~ Davis, CA 95617
- 48 Church Road ~ Shavertown, PA 18708
- P.O. Box 1435 ~ Hammond, LA 70404



- Attends conferences, workshops, seminars and related meeting in support of the project.
- Prepares written reports, publications and other materials.
- Participates in NCAT's development activities. Prepares proposals and assists in grant/contract negotiations.
- Serves as a member of NCAT's management team.

SALARY AND BENEFITS: Salary range is \$48,000 to \$70,000 depending on qualifications and experience. Excellent benefits include paid vacation and holidays, health, life and disability insurance, a cafeteria and 401(k) plan and a pleasant, professional office environment.

APPLICATION PROCESS: Applications will be accepted through August 15, 2010 or until suitable candidates can be identified. Early applications are encouraged and applications will be considered as they are received. All persons interested in being considered for the positions must submit a cover letter highlighting their experience and skills relevant to the listed qualifications, a current resume and a completed NCAT application form. Requests for an NCAT application form and inquires about the application process should be directed to Jerrid Burk. Incomplete applications or reference on the application to "see resume" will not be considered. Applicants can visit NCAT's web site at www.ncat.org for a gateway to web sites and projects developed by NCAT staff. Send completed application materials to:

Jerrid Burk
NCAT Human Resource Specialist
P.O. Box 3838
Butte, MT 59702

e-mail: jerridb@ncat.org

NCAT values diversity and encourages minority and women applicants to apply. For additional information about NCAT please visit our website at www.ncat.org.

It is NCAT's policy and organizational philosophy to ensure that all of our employment practices, including recruitment and hiring, are administered for all individuals without regard to race, sex, creed, color, national origin, age, religion, marital or veterans status, disability, sexual orientation, or political affiliation.

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