MADISON HOUSE AUTISM FOUNDATION

MADISON FIELDS
A MADISON HOUSE AUTISM FOUNDATION PROJECT

# Farm Operations Director
# Job Description

## Background:

Founded in 2008, **Madison House Autism Foundation**'s mission is to promote, model and advocate for the full inclusion of adults with autism and their families in the life of our communities, and to expand choice and opportunity in housing, employment, and social participation.

Located in Montgomery County's Agricultural Reserve, **Madison Fields** is a 265-acre working farm and community campus that offers job readiness and skills training for adults with autism and other intellectual and developmental disabilities (A/I/DD). It also serves the greater community by providing agricultural education, diverse indoor and outdoor spaces for personal or corporate events, and individual and group volunteer opportunities to support our mission.

## Position Summary:

The Farm Operations Director is responsible for the daily planning, organization, coordination, and supervision of farm activities and operations including programs, groundskeeping, facility and equipment maintenance, and animal care. This role provides overall leadership of farm operations and programs and supervises farm and program staff.

## Duties:

### Farm Property and Machinery

- Oversee the daily upkeep of the farm property including landscaping around buildings, mowing, pasture management, and weed control.
- Oversee the maintenance and repair of farm property, buildings, fencing, vehicles, machinery, and equipment making sure that the work progresses satisfactorily.
- Ensure safety standards are taught and maintained for staff and volunteers who assist with work projects.
- Oversee facility and equipment maintenance work by farm staff and contractors for plumbing, electrical, and other repairs as needed.

### Animal Care

- Oversee daily care of farm animals, including feeding, health monitoring, and proper handling of animals.
- Acquire additional farm animals as determined by program needs and budget.

**Program Oversight and Implementation**

- Oversee coordination of farm programs including job training for adults with A/I/DD, equine activities, agricultural education for school students, farm tours, private events, and volunteer activities.
- Deliver agriculture education sessions to school groups as needed.
- Ensure farm property is ready for program participants, events, tours, and activities in coordination with farm staff, volunteers, and participants.

**Staff Supervision**

- Supervise the farm and program staff, providing direction, coaching, and coordination of daily activities.
- Ensure alignment between farm operations and program activities.
- Provide staff development, regular communication, and performance feedback.

**Administration**

- Coordinate with farm management personnel on upcoming work projects, volunteer activities, and equipment needs.
- Assist with budget planning and control of expenditures related to machinery, equipment, vehicles, animal and veterinary costs, and other farm needs.
- Develop and build relationships with vendors and suppliers, and other farms in the area.
- Order supplies for farm needs, keeping within budget allocations, and ensure Finance team receives all expenditure receipts.
- Maintain farm records including asset, equipment, and supplies inventories.
- Serve as liaison with farm tenants.
- Ensure compliance with governmental regulations regarding land use, pesticides, and program requirements.
- Analyze existing operations, staffing, and financial expenditures, and recommend improvements.
- Represent Madison Fields at community events, networking forums, and meetings.
- Attend meetings and any required training.

**Required Qualifications:**

- High school diploma or equivalent; technical training or certification in agriculture, horticulture, livestock management, landscaping, facilities maintenance, construction, or a related field is a plus
- Minimum of five years of experience in farm management and operations.
- Technical knowledge of environmental issues related to farming and farm planning.
- Demonstrated working knowledge of equipment used on the farm.
- Experience supervising staff, trainees, or teams.
- Demonstrated experience managing multiple priorities, programs, or activities simultaneously.
- Strong interpersonal and relationship-building skills with diverse audiences.

- Excellent English written and verbal communication skills.
- Ability to work occasionally on evenings and weekends if needed.
- Comfortable working in a farm/outdoor environment and supporting hands-on activities.
- Commitment to inclusion and respect for individuals with I/A/DD.
- Ability to perform physically demanding work (lifting up to 50 lbs., bending, standing) outdoors in various weather conditions.
- Valid driver's license and personal transportation.

**Preferred Qualifications:**

- Experience in a nonprofit, social enterprise, or mission-driven organization.
- Experience managing volunteers or volunteer programs.
- Veterans and transitioning service members are strongly encouraged to apply.
- Second language proficiency (e.g., Spanish, Chinese, Korean, etc.).

**Location:** Dickerson, MD

**Employment Type:** Full-time (40 hours per week)

**Salary Range:** $65,000-$70,000

Actual base salary may vary based on, but not be limited to, relevant experience and base salary of internal peers.

**Benefits:** Health insurance, retirement savings plan, paid holidays, vacation days, and wellness days. Possibility of onsite housing.

**Send resume and cover letter to:** jobs@madisonhouseautism.org