



Boldly Grown Farm
8855 Ershig Rd.
Bow, WA 98232
jobs@boldlygrownfarm.com
@boldlygrownfarm

Job Title: CSA & Farm Stand Manager

Reports to: Owners

Work location: Bow, WA

Status: Ongoing, hourly, non-exempt

Work schedule: Year-round full-time, approx. 35-40 hours/week.

Desired start date: March-April 2024 (flexible)

About BGF Boldly Grown Farm is a certified organic mixed vegetable farm located in the beautiful Skagit Valley of Washington State. We are passionate about feeding our community with high-quality, locally grown food while stewarding the land, fostering agricultural careers, building community, and strengthening our regional food system. Now going into our 10th season, we are a production farm growing approximately 35-45 acres of vegetables, grains, legumes, flowers and seed crops. We operate year-round, specializing in fall and winter vegetables. We sell to retailers and distributors throughout the Pacific Northwest and beyond. We also operate a 320-member winter CSA program and a year-round farm stand. Our team consists of the owners and 10-14 coworkers depending on the time of year.

Position Summary

We are seeking a positive, detail-oriented and self-directed individual with excellent organizational and customer service skills to join us in the role of CSA & Farm Stand Manager.

The CSA & Farm Stand Manager is responsible for overseeing Boldly Grown Farm's two direct marketing channels: our ~320-member winter CSA program and our year-round, self-serve farm stand. Our CSA runs every other week from November through March (10 boxes total) and is distributed in Seattle, Skagit Valley and Bellingham. Our on-site farm stand carries BGF products as well as produce and value-added items from over 60 other Washington farms and food businesses. The CSA & Farm Stand Coordinator will be responsible for smooth operation of these two sales outlets and will work with the owners to pursue ongoing improvements and plan strategically for growth and development. This individual collaborates with other team members but operates independently to achieve their role's objectives. In the future, this individual may supervise an assistant. Occasional evening/weekend work will be required at times.

This is a challenging and exciting role for the right person! In any given day, you may be at the computer crunching numbers in Excel and QuickBooks, picking up orders from local farms, working on a CSA promotional campaign, running out to harvest some flowers to restock the stand or working on a strategic 5-year plan for BGF's direct sales outlets.

Primary responsibilities

- Oversee planning and execution of ~320-member winter CSA program, including advertising, registration, software management, budgeting, weekly logistics and member engagement, communications, etc.
- Oversee day-to-day farm stand operations, including creating a welcoming, clean and organized space, daily opening and restocking, creating attractive product displays, ensuring excellent product quality and proper product rotation, maintaining pricing, labeling and store signage, learning about and promoting SNAP/EBT and WIC payment options, etc.
- Provide excellent customer service: Positively and promptly answer farm stand and CSA questions, including during evening box pick up times; be able to communicate information to customers about BGF and other vendors (growing methods, product information, etc.)

- Maintain vendor relationships, order products for CSA and farm stand and seek out new products
- Work with owners to develop goals and KPIs for CSA & farm stand; work with Office Manager to ensure accurate farm stand and CSA accounting
- Ensure CSA & farm stand operations are conducted in alignment with the farm's food safety plan and policies
- In collaboration with the owners, plan and implement BGF's marketing and communications activities: represent BGF at various events, write farm newsletters, develop basic advertisements and work with 3rd party designer as needed, manage farm's social media accounts, plan and implement farm stand promotions and events, plan and execute annual CSA member farm-visit day, help develop additional member/customer engagement and retention strategies
- Oversee design and procurement of BGF merchandise (shirts, hats, etc.)
- Work with Sales & Operations Manager to develop BGF's value-added product line for farm stand and CSA distribution
- Depending on candidate's skills, interests and capacity, work may involve other aspects of project management or field work

** This job description covers key responsibilities but does not capture all job duties. There are times we need all hands on deck to accomplish a task!*

Required skills and qualifications

- 2+ years related in a relevant field (CSA or retail management, inventory control, handling and merchandising fresh produce, etc.)
- A positive attitude and ability to balance creativity and big picture ideas with a sharp eye for detail and mind for logistics and efficiency is key!
- Excellent time management, prioritization and organizational skills
- Excellent customer service, interpersonal and communication skills
- Able to keep up efficiency and motivation while working independently
- Able to take direction, learn quickly and ask for help as needed
- Strong problem-solving skills and flexible; able to adapt to shifting priorities and conditions
- Able to receive and give constructive feedback with grace and humility
- Able to perform light physical labor, e.g. bending, reaching, kneeling, standing, and lifting
- Valid driver's license—must be able to pick up orders and assist with deliveries using farm vehicles
- Fluent in English

Preferred skills and qualifications

- Proficient with Microsoft applications (especially Excel) and generally adept with computers; experience with QuickBooks Online, Farmigo, Square or other POS systems, and basic design software such as Canva or PicMonkey
- Passionate about local farms, food, and sustainable/organic agriculture; knowledge of how to prepare and cook a variety of vegetables
- Basic Spanish

** If you don't check all the boxes but have a great attitude and capacity and interest to learn, we encourage you to apply.*

Additional details

- Exact work schedule to be determined in consultation with candidate. Some evening/weekend work will be required.
- This position requires a combination of computer/office-based work and light physical labor such as carrying boxes, stocking the farm stand, harvesting produce for the stand, driving the box truck to pick up orders or deliver CSA shares, etc.

- An indoor bathroom and heated breakroom and lockers or cubbies are available for use.
- We are interested in fostering careers in agriculture. Priority will be given to candidates who are open to long-term employment.

Compensation and benefits

- \$20-\$30/hour depending on experience and qualifications
- Paid vacation and sick time (each accrued at 1 hour per 40 hours worked)
- Overtime pay (time and a half above 40 hours/week)
- \$50/month gear & wellness stipend after 3 months
- Access to employer-matched SIMPLE IRA plan after 3 months
- Time and a half for hours worked on federal holidays
- Free produce from the farm; 25% discount at our farm stand
- Access to professional development funds and training/educational opportunities
- Opportunities for advancement and additional responsibilities in future seasons

To Apply Email jobs@boldlygrownfarm.com and tell us about yourself—including your strengths, experience, knowledge or skills—either with a cover letter and resume or another format. Please include “CSA & Farm Stand Manager: *Your Name*” in the email subject. If you’re applying for more than one position with us, please let us know in your email. Applicants selected for an interview will need to provide contact details for three professional references.

Applications will be reviewed as they’re received, so we encourage interested applicants to apply as soon as possible. Position open until filled. We look forward to hearing from you!