

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

33195 State Highway 10, Walton, New York 13856

phone: 607-865-7790

fax: 607-865-4932

nycwatershed.org



Agricultural Program Manager Executive Exempt Employee Position Description

The Agricultural Program Manager actively oversees all aspects of the Watershed Agricultural Council's Agricultural Program. This position requires a dynamic, goal oriented leader who is responsible for day to day supervision, contract management and strategic planning objectives. This position reports to the WAC Executive Director and works closely with the Agricultural Committee Chair.

Education and Experience Requirements:

- Bachelor's Degree in agriculture, engineering, construction management or related field. Higher degree preferred.
- A minimum of five years of supervisory and contract management experience.
- Excellent communication and presentation skills, with the ability to communicate persuasively, concisely, and unambiguously in speech and writing.
- Proven track record with building cross-functional teams.
- Proven ability to manage staff, resources and projects to accomplish deliverables.
- Knowledge of agriculture and forestry.
- Must have a current, valid driver's license.

Duties and Responsibilities:

- Manage all aspects of the Watershed Agricultural Program (WAP), including; day to day supervision of WAC employees and respective subcontracts.
- Support Executive Director in program related negotiations.
- Administer contracts and MOUs with agencies supporting the WAP including NRCS, Soil and Water Conservation Districts and Cornell Cooperative Extension.
- Develop and set annual work plans for WAP.
- Develop, propose and manage respective annual program budgets.
- Ensure all contract deliverables are completed.
- Review, revise and rewrite all program guidelines and standard operating procedures for WAP, as necessary.
- Prepare all quarterly and annual contract deliverable reports and other WAP reports as required.
- Research and prepare grants to support the program.
- Ensure all annual evaluations are completed for WAC Agricultural Program employees.
- All other similar duties as assigned by the WAC Executive Director.