



Operations Manager

Job Summary

The Operations Manager will oversee Roots Rising's organizational activities and administrative tasks. As a new position, the Operations Manager will be part of an exciting stage of organizational growth and development. The Operations Manager will report to Roots Rising's Co-Directors, and will be joining an innovative, fun and community-focused organizational culture.

Organization Overview

Roots Rising is an award-winning, women-led organization whose mission is to empower youth and build community through food and farming. Our vision is to lift up teens as community changemakers and strengthen the local food system through the transformational power of meaningful work.

Roots Rising has two main initiatives: our Pittsfield Farmers Market and our Youth Crews.

Our Pittsfield Farmers Market is the first teen-run market in the region and was the first year-round market in Berkshire County. It was founded with the belief that everyone should have access to fresh, healthy food.

In our Youth Crews, we hire Pittsfield teens to work on farms, in food pantries and at our own market. It's more than just a job. It's an opportunity for teens to engage in meaningful work—work that needs to be done and serves a larger social good. We believe meaningful work leaves youth feeling purposeful, capable and connected.

Roots Rising's third major initiative will be an urban youth farm in Pittsfield. This farm will be an intersection of our food justice and youth development work. We aim to launch the farm in 2022.

Job Responsibilities

- Handling administration of the organization's three core programs, including:
 - Youth Crew and vendor recruitment and enrollment
 - Permitting and paperwork management
 - Volunteer coordination
- Managing payroll and benefit plans
- Producing quarterly reports for Board of Directors
- Overseeing an online store for merchandise; handling all communication, shipping, and inventory management
- Handling communication with the public; answering telephone calls and emails and directing to relevant staff when necessary
- Assisting with the organization's marketing and communication strategy via social media, e-newsletters, press releases, annual reports and more

- Assisting with the organization's annual development strategy, including:
 - Preparing and managing grant proposals and reports to foundation and corporate sources
 - Researching and evaluating prospects for new grants
 - Managing donor tracking in the CRM and tracking statistics relevant to donor stewardship
 - Assisting with the end of year appeal and annual fundraising events
 - Assisting with other fundraising projects as requested
 - Ensuring that sponsors are recognized appropriately and benefits are fulfilled

If it fits with the candidates skills/interests, direct programmatic roles may also be possible.

Required Qualifications

- Excellent written communication and editing skills
- Detail oriented with excellent time management and organizational skills
- Ability to work independently while also being a strong team player
- Passion for food justice, youth development, and farming

Preferred Qualifications

- Experience managing CRM platforms
- Experience with grant writing, including local, regional and national foundations
- Experience with social media marketing

Compensation

The Operations Manager is a full-time position with an annual salary range of \$47,000 - \$50,000. Currently, the work can be completed at home or our Pittsfield-based co-working space. When the farm office is established, the Operations Manager will be based there.

Other benefits include two weeks of vacation (in addition to a full staff break from December 24 - January 1) and a Simple IRA plan with an employer contribution of 3% of compensation.

Application

To apply, please submit a cover letter and resume to info@rootsrising.org.

Statement of Equity

Roots Rising is an equal opportunity employer. We do not discriminate against any employee or applicant because of race, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, veteran status, marital status, pregnancy, or any other basis protected by law.

We understand that our employees have varying needs and aim to create a healthy, successful work environment for all. We pride ourselves on being a family-friendly workplace.

Lastly, we believe that the communities we serve must be centered in the work we do. Therefore people of color and people with experience accessing food resources are highly encouraged to apply.