



## Job Posting: Operations Director (National Programs)

### About Wolfe's Neck Center

Wolfe's Neck Center for Agriculture & the Environment is a fast-growing, national nonprofit organization based on a campus of over 600 acres of coastal farmland in Freeport, Maine. Our work is dedicated to creating a world where agriculture and food systems support farmer viability, thriving ecosystems, and vibrant communities. Through regenerative farming, innovative research, and collaborations, Wolfe's Neck Center works to advance agriculture - on our own farm and nationally - to accelerate holistic change in food systems, and mitigate the effects of a changing climate.

Wolfe's Neck Center's national programs include Action for Climate-Smart Agriculture and facilitation of the Open Technology Ecosystem for Agricultural Management ([OpenTEAM](#)) project. Since 2019, OpenTEAM, a community-driven initiative, builds shared knowledge, collaborative frameworks, and open-source, connected technologies and data infrastructures to help producers and food systems thrive. In 2023, Wolfe's Neck Center launched Action for Climate-Smart Agriculture, a national effort to create a sustainable marketplace for climate-smart commodities supported by the USDA's Partnerships for Climate-Smart Commodities program.

### Position Summary

#### The Role

The Operations Director leads the day-to-day activities of national programs to maximize the effectiveness and efficiency of our team, while supporting efforts to build a collaborative team culture and environment for all staff. Working hand-in-hand with the OpenTEAM Managing Director, who is responsible for all WNC national programs, as well as the Director of Finance & Human Resources, the Operations Director will establish systems and processes to provide clarity on priorities and transparency in decision-making, and provide mentorship and management support throughout the team.

*Requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully. If you do not fit this description perfectly but believe that you would be a good fit for this position, please do not hesitate to apply. Reasonable accommodations may be made to individuals with disabilities to perform essential functions.*

#### Responsibilities

- Lead the development and adoption of systems and tools that support integration of national programs, including the broader OpenTEAM community's work, to be supported and scaled; drive adoption of numerous operational tools utilized across national programs and the organization.
- Provide leadership of all national programming by supporting Objectives and Key Results maintenance, accountability and evolution quarterly.
- Lead the development and implementation of operational policies and processes for national programming and support their integration with WNC organization-wide policies and procedures.



- Support the development of human resources processes and procedures and integration into overall operations that center equity and inclusion.
- Support the hiring and onboarding process of new staff with a specific focus on culture building and operational/project management systems.
- Oversee the national annual budget and track monthly financials in close collaboration with the Finance Team and OpenTEAM Managing Director.
- Provide managerial oversight, guidance and direction to direct reports.
- Contribute to overarching organizational goals by participating in cross-functional working groups.
- Support contracting processes that have financial and operational implications with grant subawardees or contractors.
- Work with the Finance Team to support/develop grant reports as needed.

### Qualifications

- A minimum bachelor's degree in a relevant field and 6-10 years of experience in an operational role with a demonstrated capacity to handle multiple projects/activities simultaneously.
- Capable of operationalizing big visions and creating a highly effective and efficient work environment.
- Strong grasp of food systems, agriculture, and technology.
- Experienced problem-solver with an orientation toward outcomes and continuous improvement and learning.
- Strong management skills with an ability to influence, engage, and coach direct reports and peers.
- Excellent verbal and written communication skills.
- Experience supporting and managing a remote/hybrid team.
- View Operations as a core support function which provides the ability for the organization to grow and thrive.
- A willingness and demonstrated ability to learn new technologies quickly.
- Project management experience including scope, specifications, RFP, and vendor selection.
- Enterprise software implementation experience.
- Are hands-on, highly adaptable, and able to prioritize effectively.
- Comfort with ambiguity and change in a quickly growing organization.
- Have a passion for problem-solving, particularly for utilizing current and new technological innovations to make operations and information flow as effective and efficient as possible.
- Experience working with diverse teams / organizations.
- Clear and active communicator who is highly collaborative, resourceful in finding answers, and able to provide timely support for various stakeholders.
- Demonstrated passion for food systems change.
- Ability to work collaboratively as a member of a growing team and develop effective working relationships with people from a variety of backgrounds.
- Preferred: Background in technology and agriculture

### Other Requirements

- Legally able to work in the United States (we cannot provide VISA sponsorship)
- This position can be done remotely or on-site at our oceanfront campus in Freeport, Maine.



**WOLFE'S NECK CENTER**  
FOR AGRICULTURE & THE ENVIRONMENT

Open**TEAM**

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### **Benefits & Compensation**

As a full-time employee of Wolfe's Neck Center, this position is eligible for benefits including health insurance, dental insurance, three weeks paid vacation and six sick days, Maine state holidays off, and our retirement savings plan which includes up to 100% match of employee contributions up to 5% of eligible compensation. If on-site, the employee will be eligible for a ½ CSA share from the Center. Learn more about our benefits package [here](#). Salary range is \$90,000-105,000.

### **To Apply**

Please apply at [this link](#) by submitting a cover letter and resume. Applications received by April 1st will be given priority.