



# VIVAFARMS

Viva Farms is a non-profit Farm Business Incubator and Training Program based in western Washington state, with a mission to create a more just and resilient local food system. We operate in Skagit and King Counties. We empower beginning and limited-resource farmers by providing bilingual training in holistic organic farming practices, as well as access to land, infrastructure, equipment, marketing and capital. For more information, please visit [vivafarms.org](http://vivafarms.org).

Viva Farms is committed to maintaining a welcoming, respectful, and inclusive environment for its diverse community of farmers, staff, students, volunteers, and partners. Viva Farms provides equal opportunity for its programs and activities and does not discriminate against individuals on the basis of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military or veteran status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws. We strive to foster a welcoming culture and make Viva Farms a great place to work for our staff and those we serve. We welcome and encourage applications from people of all backgrounds.

## **Farm Business Development Coordinator**

Reports to: Director of Farm Viability

### **Salary & Benefits**

- Compensation: \$22-\$26/hour DOE (full-time, overtime eligible)
- Health, Dental & Vision Insurance - 75% company contribution
- Paid Time Off - paid holidays, accrued combination of vacation and sick time
- 403(b) Retirement Program
- Phone Stipend

In-person work will be required at the Viva Farms office in Mount Vernon, WA. The ability to travel locally for in-person engagements and other job duties is required (mileage reimbursement will be offered).

### **Position Summary**

The Farm Business Development Coordinator will focus on supporting incubator farmers with land access, capital access, and business management. The primary responsibilities of this position include: providing direct technical assistance to incubator farmers in these three topic areas, working with the Director of Farm Viability to support Viva's land and capital access initiatives, and collaborating with Viva Farms' Education and Incubator Teams on educational programming and overall incubator farmer support.

### **Essential Responsibilities**

- Provide 1:1 technical assistance to incubator farmers on business management and financial literacy topics, including but not limited to: business plan development, budgeting, cash flow planning, bookkeeping, assisting farmers in preparing financial statements, tax preparation, business administration, sales and marketing, etc.



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- Provide technical assistance to farmers on land access matters, including determining land tenure preferences, property site visits, due diligence support, preparation of financial documents, in-person meetings with lenders, attorneys, or accountants, as needed.
- Engage with local farmers and agriculture organizations to explore land access opportunities.
- Collaborate with Director of Farm Viability on business management curriculum development and course instruction for Viva's Practicum in Sustainable Agriculture, workshops, or other educational opportunities.
- Provide technical assistance to farmers to apply for grants and loans, including helping farmers prepare financial documentation.
- Collaborate with the Education and Communications Teams to coordinate educational events and related outreach for programs offered by Viva Farms.
- Assist Director of Farm Viability with administrative tasks associated with the Capital Access Program.
- Assist Director of Farm Viability in guiding farmers through Individual Farm Viability Plans, particularly the development of business management portions.
- Translate resources and materials relevant to the business, land access, and capital access programs into Spanish.
- Participate in farmer case management across a range of technical assistance areas.
- Perform other duties as needed or assigned.

## Required Qualifications

- Fluent in Spanish and English
- Strong business and financial acumen
- Self-directed and comfortable working both independently and collaboratively
- Excellent written and verbal communication skills

## Preferred Qualifications & Experience

- Lived experience or knowledge of communities we serve, esp. Latino farmworkers or farmers
- Knowledge of farmland access issues
- Experience delivering technical assistance
- Experience with Spanish/English interpretation
- Demonstrated commitment to the mission of Viva Farms

If interested, please send a resume and cover letter explaining why you would be a great fit for this position to [jobs@vivafarms.org](mailto:jobs@vivafarms.org). Please include "Farm Business Development Coordinator" in the email subject line. We also welcome questions about the position ahead of applying.