

About the Resource Center

The Resource Center is a Chicago-based, not-for-profit 501(c)(3) organization, incorporated in 1975 based on the guiding principle that we can take resources; both material and human, that society treats as waste, and develop and foster better ways to utilize those resources. Our founder and president, Ken Dunn, has made a life and career out of this work, and our twenty-some employees work hard to make that principle a reality. We believe that these efforts truly contribute toward the progress of equality, justice, sustainability, and quality of life in the urban environment.

The Resource Center works in five main program areas: Residential and Commercial Recycling, Urban Agriculture, Food & Organics Composting, Perishable Food Recovery, and Creative Reuse. We currently operate from six facilities located throughout the City of Chicago. Today we run the largest non-profit recycling firm in the Chicago area, collecting materials from restaurants, universities, museums, condominium buildings, offices, and single-family homes. We have recycling drop-off and buy-back centers as well as a mobile buy-back program in which we purchase recyclable materials from public housing residents. Our current annual budget is approximately \$1.8 million.

Our urban agriculture and composting activities go hand-in-hand. We grow fresh vegetables at City Farm, a once-derelict parcel of land that bridges the divide between Chicago's well-to-do Old Town neighborhood and its less-affluent neighbor, the disappearing Cabrini-Green public housing complex. That land, borrowed from the City of Chicago, wasn't always so fertile. When we first set up this farm, we laid down a layer of rich compost, produced at one of our own sites on the south side of the city. We sell our high-quality, organically-grown vegetables to the finest restaurants in town at market rates, as well as to residents via our on-site market stand. We make our agricultural expertise available to gardeners, students, other farmers, and the general public. We are currently participating in plans for a large-scale food and organics composting facility to serve the Chicago area.

Our Perishable Food Recovery program does what its name implies: recovers healthy food from sources such as grocery stores and farmer's markets, and then redistributes it to food pantries and shelters. With the Creative Reuse Warehouse, we strive to take in goods in larger quantities from businesses that discard them. The items are warehoused for sale to the public, particularly teachers and artists.

General Description:

The Resource Center is seeking a Director of Urban Agriculture to streamline the day-to-day functions of its City Farm program and direct urban agricultural development to the full extent of the program's mission. As common with most agricultural endeavors the Director will be an "in the field asset" as well as the regular planning authority of the program. Functions will also include managing a highly diverse staff of urban farmers, interns, and volunteers that work the gardens. This position will be an expansion of the program by separating the City Farm Site Manager position from the direction of overall programming.

As needed by the Resource Center President, the Director will develop action plans with the Resource Center staff, General Manager, and the business office in order to start new urban gardens, community-focused sales and distribution systems, resource reuse systems, and community outreach and training programs. Most immediately this will include strategic planning of the day-to-day and seasonal functions of the program in preparation for possible expansion into 5 acres beyond our current 1.25 acres.

To accomplish this, the Director of Urban Agriculture will bring a wealth of agricultural and managerial experience to be utilized in creative ways to scale up the program both in size and functionality. Connecting and working with stakeholders such as the Resource Center Board of Directors, funders, landowners, and community leaders and activists will be the key to the growth of this program. The Resource Center currently funds 95% of all of its work with income from program-related service fees, sales, or contracts. While maintaining self-sufficiency, we take programming action steps with new

financial streams and/or creative problem solving to make our programs successful. Entrepreneurship is a key element to working at the Resource Center and with increased custom-made element to our work comes an even greater responsibility and merit to the completion of these cutting edge systems. With our educational mission implementation comes with consistent development and training of the public or other associated audience.

The ideal candidate will exhibit a strong dedication to the mission and sensibilities of the Resource Center, in addition to possessing all of the qualifications necessary to carry out the work. This position is based at the Resource Center Urban Agricultural Sites, with office space available at the Main Office 222 E 135th Place, Chicago IL 60827.

Essential Job Functions:

- Create weekly and monthly farm work plans with appropriate instructions and resources
- Maintain complete vegetable production, equipment, and financial records
- Create yearly planting, sales, and education plans with budgets and associated resource allocation
- Keep program equipment and supplies maintained
- Work with other Resource Center management staff to share resources
- Prepare annual (or semi-annual) budgets for approval by Board of Directors
- Supervise timely and accurate customer invoicing and ensure collection of aged receivables
- Manage cash
 - Maintain and monitor employee cash logs
 - Project forward-looking cash flows
- Actively pursue opportunities to realize cost savings or additional revenues for the organization
- Actively pursue increased efficiencies in work flows, procedures, and practices
- Perform human resource management functions in coordination of Main Office
- Plan and integrate additional social enterprises or connections with other food/agricultural/local businesses under the direction of the Resource Center President
- Keep financial and other files (both electronic and paper) in good order
- Attend work regularly and predictably

Other Job Functions:

- Occasional or minimal regular labor to support Resource Center programming and fundraising events

Qualifications/Skills:

- Ability to manage diverse groups of people including hard-to-hire trainees, youth, and professionals
- Bachelorette or Master's Degree in associated field desirable
- Non-profit experience desirable
- Exceptional organizational skills and time management skills
- Dedication to the Resource Center's mission of environmental sustainability
- Equipment maintenance, manufacturing/construction, and ability to lift and carry 80 lbs. desirable
- Ability to build consensus when possible and be decisive when necessary
- Technical skills
 - Expert ability with market garden growing and specialty foods wholesale to restaurants
 - Experience with winter growing
 - Intermediate background with Microsoft Office applications
 - Proficiency in high intensity vegetable production with associated business planning and accounting
- Ability and willingness to work flexibly in a changing non-profit environment

Experience

- Minimum five (5) years of experience in agricultural work



Accountability:

- Reports to General Manager
- Assignments may come from General Manager or President
- Close coordination with other Program Managers and Business Office

Expected Days and Hours:

- This is a full-time, salaried position. Compensation is based on experience.
- Five consecutive days as needed with flexible hours 6:00am to 6:00pm

Anti-Discrimination Policy

The Resource Center is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age, disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation, and training.

To Apply

For consideration, please email a cover letter, resume, and list of at least three (3) references to chicagoagriculture@gmail.com, or mail these materials to the following address:

Attn: Director of Urban Agriculture Position
Resource Center
222 E 135th Place
Chicago, IL 60827