



**Duke Farms**

## Notice of Open Position

**Title:** Manager of Agroecology  
**Location:** Duke Farms, Hillsborough, NJ  
**Reports to:** Director of Natural Resources and Agroecology  
**Status:** Full time, Exempt

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Located in Hillsborough Township, New Jersey, Duke Farms is a leader in environmental stewardship and inspires visitors to become informed stewards of the land. It is a place of education, enjoyment and research that enhances the environmental health of the region. Through the beauty of its natural setting, the diversity of its wildlife, and the scope and quality of its educational programs, demonstrations and research, Duke Farms inspires people to transform their approach to conservation and to start building a more sustainable future.

The Doris Duke Charitable Foundation's mission, grantmaking programs, museums and centers are guided by Doris Duke's will and operated through five related philanthropies: the Doris Duke Charitable Foundation, the Doris Duke Foundation for Islamic Art, the Duke Farms Foundation, the Doris Duke Foundation and the Doris Duke Management Foundation. The Doris Duke philanthropies operate and support three sites in accordance with the wishes of Doris Duke. These properties, all former residences that belonged to Duke, now serve the public in ways that extend her legacy and advance the mission of the Doris Duke organizations. Duke Farms, her former residence in Hillsborough, N.J., is now 2,700-acre center for environmental stewardship.

Our professional staff actively manages and stewards our land and resources to support ecological diversity, sustainability, natural beauty, and public engagement. Our wide-ranging stewardship efforts include a multi-faceted agriculture operation guided by ecological principles to enhance biodiversity and promote local, sustainable food production.

### **JOB SUMMARY**

Duke Farms is seeking an experienced and dynamic leader to oversee their day-to-day farming operations while supporting a holistic pasture-based farming operation that conserves and restores wildlife and the land. The Manager of Agroecology should be passionate with strong organizational and interpersonal skills while working with a diverse staff and external partners. The Manager should have the ability to build-on existing farm systems and create an energetic and collaborative working environment. The ideal candidate will have a developed understanding and fluency of agroecological approaches and practices while incorporating them into annual and daily operational work.

Additionally, the manager should have the capacity to collaborate with the Director of Natural Resources & Agroecology on a Research Agenda/Plan that is being developed and will be implemented to facilitate the agricultural related science on the Farm.

The manager should be experienced with both raising and marketing cattle and beef as well as the ability to operate and perform basic repairs on all farm equipment. Additionally, the Manager should be willing and able to train and mentor staff on all aspects of farming including animal husbandry and equipment operation.

## **ESSENTIAL JOB FUNCTIONS**

### Day-to-day operations

- Assist the senior management team in the development and implementation of a strategic sustainable agricultural plan that follows the discipline of Agroecology.
- Communicate regularly with Director of Natural Resources and Agroecology.
- Maintain detailed farm records.
- Operate farm equipment and machinery as well as train staff in the use of same.
- Supervise farm staff including creating work schedules, mentoring, and assisting with tasks.
- Collaborate with Sustainable Agriculture Educator on creating informational content and courses.
- Other related work as required.

### Haying operation, field crops, cover cropping and compost

- Plan, manage, and execute field operations for winter feed production for livestock including 80-100 pastured beef cattle and 8-12 pastured goats.
- Work with Natural Resources Team to address invasive species/weed pressure.
- Manage compost operation utilizing municipal leaves to create compost for pasture and hayfield application.

### Supervise livestock program

- Follow prescribed grazing plan.
- Ensure the healthy, humane treatment in proper feeding and caring of all livestock.
- Planning the livestock production enterprise.
- Select and purchase breeding and/or feeding stock; oversee breeding operation.
- Manage marketing of all livestock including pricing and transportation.
- Match available feed to appropriate cattle groups; purchase appropriate feed and bedding when required.
- Ensure compliance with all applicable certification programs.
- Consult with Director of Natural Resources and Agroecology on operating plans and capital purchases.
- Determine profitability of livestock operation at regular intervals.
- Identify equipment and farm buildings maintenance needs.
- Strategically plan for future Infrastructure needs in support of grazing program.

### Programmatic planning and fiscal management

- Lead development, tracking and management of annual work plans and budget.
- Develop multi-year equipment and facilities capital plans.
- Develop, track, and report performance benchmarks relative to programmatic goals.
- Inform development of a long-range agroecology research plan in collaboration with natural resources and stewardship team.
- Manage contractual relationships with other organizations and consultants.

### Collaboration

- Manage and continue to cultivate relationships with peers and practitioners; professional organizations; and state and federal agricultural organizations, especially with the NJ USDA-NRCS, the New Jersey Department of Agriculture, and the Somerset County Board of Agriculture.
- Collaborate and interface with all Duke Farms teams as well as Information Services, Human Resources and Finance departments to ensure effective program and staff management.

### **QUALIFICATIONS**

- Bachelor's degree and/or 5 or more years of professional experience, preferably in Sustainable Agriculture or related fields such as Agronomy/Crop Sciences, Animal Sciences, Botany/Plant Science, Soils Science; a master's degree in these fields is a plus.
- 3-5 years of experience in developing and/or managing an agricultural program or business, preferably at a supervisory level with oversight of business operations and staff management.
- Experience with ethical care and management of livestock.
- Familiarity with operating and maintaining a range of farm machinery and equipment.
- Knowledge and experience with sustainable agriculture and its principles such as: whole-farm planning, cover cropping, soil, and plant sciences, grazing systems, regenerative farming concepts, and ecologically sustainable practices (BMPs).
- Strong verbal and written communication skills; experienced in public speaking and presenting. Proven ability to collaborate, negotiate and build consensus with multiple external and internal constituencies, including visitors, across varied professional and educational levels.
- Self-starter with strong analytical and collaborative problem-solving skills, and the ability to make informed decisions using good business sense.
- Strong computer and Internet skills with a moderate to high-level of experience in Microsoft Word, Excel, Power Point, and Outlook.
- Able to traverse the 2700+ acre Duke Farm's property as well as travel to other locations.
- Willing to work indoors and outdoors under various weather conditions.
- Able to work outside of traditional business hours, including weekends, evenings, and holidays.
- Ability and genuine enthusiasm in embracing Duke Farms standards of diversity and equity.

As a condition of employment, new hires are required to be up to date with an FDA authorized vaccination against COVID-19, including booster; proof of vaccination series and booster will be required upon beginning employment. Reasonable accommodation for legally required exemptions will be considered on a case-by-case-basis in accordance with applicable law.

Due to the requirements of this job, the Manager of Agroecology is required to reside at Duke Farms in housing provided by Duke Farms and subject to the Duke Farms Housing Protocols.

### **COMPENSATION and BENEFITS**

- Salary is competitive with the market.
- Medical and dental benefits with limited employee contributions for qualifying employees.
- Paid holidays.
- 4 weeks paid vacation
- Flexible schedule.
- Tuition reimbursement (up to \$5250 per calendar year)
- 401(k) plan with employer contribution equal to 15 percent of base pay.

### **HOW TO APPLY**

Send resume with cover letter to [hr@dukefarms.org](mailto:hr@dukefarms.org). **Include your LAST NAME followed by "Manager of Agroecology" in the subject line.** Applications will be accepted until filled. No phone calls or in-person applications, please.

*The Doris Duke Charitable Foundation is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide equal opportunity for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, citizenship, marital status, military or veteran status, disability, age, religion, or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations, and communities to apply.*