



TITLE: Operations Director

LOCATION: West St Paul & Vermillion Township, Minnesota

COMPENSATION: \$85,000-\$95,000 salary (DOQ)

TIME: Full-Time. Monday-Friday 9am-5:30pm

SUPERVISOR: Executive Director

Who We Are

Hmong American farmers have played an important role in Minnesota's local foods movement since families resettled from Laos and Thailand following the Vietnam War. Drawing on their agricultural heritage, many built livelihoods as produce and flower growers, becoming longstanding vendors at the Saint Paul and Minneapolis Farmers Markets. Despite decades of farming, Hmong farmers continue to face barriers to land access, financing, and business development resources.

In 2011, Hmong farming families formed the Hmong American Farmers Association (HAFA), a member-based organization dedicated to advancing the economic, social, and cultural prosperity of Hmong American farmers through advocacy, economic development, capacity building, and research.

What We Do

HAFA's work is rooted in strong communitarian values and guided by a Whole Food Model that recognizes the need to address all aspects of the farm and food system to build intergenerational and community wealth. The model integrates five key areas: land access, new markets, training and capacity building, financing, and research and data collection. Through programs such as agricultural land trusts, alternative markets, business development, research, and training, HAFA partners with Hmong farmers to drive systemic change. Learn more about HAFA at: www.hmongfarmers.com

Job Description:

The Operations Director will lead and manage HAFA's core operational functions including finance, grants management, and human resources to achieve HAFA's organizational mission. This position is part of HAFA's leadership team and will work closely with the Executive Director. Operations Director will work from either the West St. Paul administrative office or the farm in Vermillion Township; or at both sites.

The duties for this position include, but are not limited to:

Responsibilities:

Leadership & Strategy

- Support the Executive Director to achieve the organization's mission
- Lead HAFA's operational arm by evaluating organizational performance, developing organizational goals and implementing processes to improve organizational effectiveness and sustainability
- Supervise HAFA's administrative team by identifying goals, assessing accountabilities and performances, and developing pathways for professional growth
- Promote an organizational culture that values continual learning and development and a commitment to systemic change



- Cultivate new relationships, and support existing relationships, with community members, funders, and strategic partners
- Work with marketing and communications team to identify key opportunities to showcase HAFA's, and Hmong farmers', history and accomplishments, events, and trainings as appropriate

Finance

- Collaboratively develop and provide oversight of organizational budget
- Support the accountant and book-keeper to manage the organization's financial operations; support includes tracking and projecting incoming grants and program expenses
- Work with the accountant and book-keeper to maintain organization's accounting policies and procedures
- Assist accounting team, as appropriate, to ensure timely submission of 990 and annual audit

Development & Grants Management

- Enhance and oversee organization's grants management and tracking processes; further develop, maintain, and train staff/consultants on proper protocol as needed
- Work with grants writer to ensure submission of high-quality proposals; review grant proposals prior to submission with emphasis on project implementation and budget management
- Identify grant/contract opportunities, develop application strategies and workplans, and maintain application records
- Lead and manage organization's grant reporting requirements including operational compliance with projects and programs, submission of contract and grant billings and expenses, and reports

Human Resources

- Support Human Resource (HR) consultant by serving as in-house HR contact
- Work with HR consultant to maintain organization's HR policies and procedures and ensure that policies are compliant with applicable regulations
- Provide HR support to staff members; create and guide staff members through professional developments, team buildings and training opportunities

Qualifications & Experience:

- Bachelor's degree or a minimum of three (3) years of related nonprofit management or grants management experience
- At least two (2) years of nonprofit financial and/or operational experience, including grants accounting and program reporting
- Three (3) + years of leadership experience
- Strong understanding of business operations, organizational systems, and procedures
- Demonstrated organizational, planning, analytical, and problem-solving skills
- Experience developing and implementing new strategies, processes, and procedures
- Knowledge of human resources practices; HR experience preferred
- Proficiency in Microsoft Office Suite or comparable productivity software
- Valid driver's license required
- Ability to work occasional evenings and weekends
- Fluency in the Hmong language and familiarity with Hmong culture preferred, but not required
- Experiences with farming preferred, but not required



Supervision: 2 FTE

Essential Functions:

The following position requirements are representative of those that will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is regularly required to sit, stand, talk, hear and use hands and fingers to operate a computer, phone, and keyboard.
- Must be able to remain in a stationary position for sustained periods of time in an indoor setting.
- Occasional bending, kneeling, crouching, turning, twisting, lifting, pulling, carrying, pushing object(s) weighing up to 25 lbs.
- Moderate noise levels (i.e., shared spaces, phones, printers and light traffic).
- Clarity of vision at varying distances to observe and/or use farming equipment, instruments, tools, manuals and other printed materials.
- Manipulate hands and fingers to operate a variety of tools and equipment.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Ability to focus on data, analyze the information and draw conclusions.
- Occasional driving of a vehicle to conduct work.

HAFA is especially interested in candidates who are committed to social, economic and racial justice

HAFA is a Hmong-led organization, and cultural diversity is important to us. Minorities and people of color (particularly Hmong) are encouraged to apply. HAFA is an equal opportunity employer.

To apply: Send cover letter, resume, and three references to hr@hmongfarmers.com with “Operations Director Applicant” in the subject line.