



**Leichtag Foundation**  
**Job Description**  
**Community Agriculture Program and Design Manager**



---

**Position:** Community Agriculture Program and Design Manager  
**Status:** Regular, Full-Time, Exempt  
**Hours:** Minimum 40 hours per week (Includes occasional weekends)  
**Reports to:** Director of Agricultural Innovation and Development

### **Position Overview**

The Community Agriculture Program and Design Manager will work closely with Daron Joffe, also referred to as “Farmer D” on client relations, project management, farm design and programming, sales and project coordination including site visits requiring travel. This position is responsible for producing client facing farm programs and design presentations as well as serving in a thought leadership role on behalf of Leichtag Foundation through its recent acquisition of Farmer D Consulting. This position may work occasional weekends, evenings, and holidays.

### **About the Leichtag Foundation**

The Leichtag Foundation is a private independent foundation located in Encinitas, California, with a strong interest in advancing the North County coastal region of San Diego where our founders Lee and Toni Leichtag, of blessed memory, lived and worked. The Leichtag Foundation also supports programs in Jerusalem, Israel. The Foundation currently holds approximately \$111 million in assets and has granted about over \$100 million since its inception in 1991—about 80% of this since becoming independent in 2008. The Foundation focuses its philanthropy on combating poverty and increasing self-sufficiency for residents of coastal North County; supporting and inspiring vibrant Jewish life in coastal North County; stimulating renewal, service, and social activism in Jerusalem, Israel; and building strong connections and relationships between San Diego and Israel.

In 2012, the Leichtag Foundation purchased the former Paul Ecke Ranch in Encinitas, California, which was renamed Leichtag Commons. The Foundation’s goal for this 67-acre agricultural property is to create a physical platform for the advancement of the strategies listed above and a cultural and community resource for the San Diego region. With breathtaking views of the Pacific Ocean, a network of greenhouses, barns and other structures, and easy access to the public, Leichtag Commons is situated in an ideal North County location

### **About Farmer D Consulting**

The Leichtag Foundation has recently acquired Farmer D Consulting, which is a national leader in creating educational and community based farms and gardens for a wide range of public and private projects. Project types include residential and resort communities, health-based organizations, schools, faith-based organizations, educational settings and municipal community gardens and regional agricultural planning.

Consulting services include planning, design, implementation and management of organic/biodynamic farms, gardens, compost programs and edible landscapes. Our scope of services includes long-term master planning, sustainable land use management planning and architectural landscape design for farm-based projects.

We pride ourselves on being an environmentally friendly, socially responsible business that applies organic, biodynamic and permaculture based principles to agriculture and urban gardens.



**Leichtag Foundation**  
**Job Description**  
**Community Agriculture Program and Design Manager**



### **Essential Duties and Responsibilities**

The essential functions include, but are not limited to the following:

#### *Project Coordination*

- Communicating with potential and existing clients (including non-profits, developers, private land owners, municipalities and design firms)
- Creating proposals
- Executing contracts
- Creating invoices
- Ensuring that projects are well managed from start to finish
- Managing relationships with contractors/consultants.

#### *Site Visits*

- Facilitation of visioning workshops and design charrettes with key stakeholders
- Site inventory and assessment
- Presentations and community outreach

#### *Design Development*

- Conceptual master planning with focus on community farm projects
- Conceptual and detailed site design including farm layouts, buildings, planting plans, etc...

#### *Project Programming*

- Developing agricultural, educational and community outreach programming for agricultural projects such as agrihoods, educational farms, community gardens, school farms/gardens and farm enterprises.
- Presentations to clients, project stakeholders, workshop participants, county commissioners and colleagues

#### *Farm Management Guidelines*

- Development of high level and technical farm management guidelines (including but not limited to phasing of infrastructure, soil fertility management, cover crop and compost recommendations, farm animal housing requirements, planting calendars, etc.)
- Business planning and budget projections
- Development of farm operation strategies, staff requirements and job descriptions

#### *Administration*

- Work with office manager on booking travel and filing reimbursements
- Work with admin staff on CRM, contracts, insurance and billing

#### *Thought Leadership*

- Participate in thought leadership, networking and marketing related to FDC including conferences, trade shows and associations.
- Write content for newsletters, blogs, website and publications.

### **Minimum Qualifications and Experiences**

- Minimum of 5 years in in landscape architecture / landscape design.
- Minimum of 3 years in community farming, preferably with experience in organic, biodynamic and/or permaculture practices.



**Leichtag Foundation**  
**Job Description**  
**Community Agriculture Program and Design Manager**



- Minimum of 3 years managing clients and projects.
- A relevant advanced academic degree, such as landscape architecture, sustainable agriculture, etc.
- Strong communication and writing skills.
- Knowledgeable about organic farming, community supported agriculture, biodynamics, permaculture, community gardening, farm to school, farm to table, local food systems, etc.
- Well versed in AutoCad Creative Suite, especially InDesign and Photoshop
- Ability to do research
- Management experience preferred
- Experience with Jewish Community Farming preferred
- Experience with farm based education preferred
- A strongly motivated self-starter who is also a deep team player with high levels of positivism and emotional intelligence.
- An appreciation for the mission of Farmer D Consulting and the values of the Leichtag Foundation.
- A strong connection to issues of sustainable community development, community farming, organic/biodynamic/permaculture, food justice, farm-based education and Jewish community farming.

#### **Reporting Relationship**

Reports directly to the Founder of Farmer D Consulting.

- Coordinates with consultants and sub-contractors
- Collaborate with office management staff for travel, admin and accounting.

#### **Compensation**

Full-time salaried employee with compensation commensurate with experience. The Leichtag Foundation offers a competitive benefits package.

#### **Typical Working Conditions**

The Community Agriculture Program and Design Manager will work indoors and occasionally in the field. Frequent travel and exposure to a variety of climates and agricultural environments

#### **Essential Physical Tasks**

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, lifting and carrying.

*Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Equipment Used**

Computer, printer, office equipment.

#### **Software Used:**

Microsoft Word and Excel, AutoCAD, Adobe InDesign, Photoshop and Illustrator

**The Leichtag Foundation is an equal opportunity employer.**