

POSITION DESCRIPTION:

The Farmer Programs Specialist is responsible for the overall management, coordination, and oversight of farmer-facing conservation programs funded through various grants. This position provides project management, staff supervision, partner coordination, compliance oversight, and reporting, while ensuring that direct technical assistance and producer incentive programs are implemented effectively and in accordance with grant requirements. The Specialist does not serve as the primary provider of routine on-farm technical assistance, but instead ensures quality control, consistency, and accountability across programs.

CURRENTLY FUNDED PROJECTS

Michigan Conservation Stewardship for Farmers Project (MCSFP)

The Michigan Conservation Stewardship for Farmers Project is a cost-share program led by the Michigan Association of Conservation Districts (MACD) and local partners. Formerly known as the Michigan Climate Smart Farms Project, MCSFP has been redesigned to direct more resources to farmers through incentive payments for on-farm investments that improve farm viability, resilience, and conservation outcomes, congruent with the priorities of USDA Advancing Markets for Producers (AMP) program.

Ottawa-Stony North Education and Demonstration (OSN)

The Ottawa-Stony North project is a Section 319 Nonpoint Source grant awarded to WCCD by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) and is based on an EPA-approved Watershed Management Plan. Project activities include installation of stormwater management systems on livestock facilities, septic system outreach and education, rain garden workshops and tours, steering committee coordination, and implementation of field days and demonstrations.

RELATIONSHIPS:

Reports to:	Conservation Specialist (Nick Machinski) and Grants Administrator (Megan Phillips Goldenberg)
Supervises:	Two (2) Farmer Programs Technicians (FTE)
Works with:	WCCD Farmer Programs Team, Michigan Association of Conservation Districts (MACD) staff
External Stakeholders:	Farmers, USDA, NRCS, EGLE, MDARD, Michigan Association of Conservation Districts, Lenawee Conservation District, Monroe Conservation District, Hillsdale Conservation District, Keep Growing Detroit, Calder Dairy, Sustainable Ag. Solutions, Washtenaw County and other local municipalities.

ESSENTIAL FUNCTIONS:

An employee in this position may be required to perform any or all the following essential functions. These examples do not include all duties that may be assigned.

Project & Grant Management (75%)

- Manage overall project timelines, milestones, and deliverables for OSN- and AMP-funded projects
- Ensure compliance with federal, state, and program-specific grant requirements
- Coordinate closely with the Grants Administrator on budgets, match, allowable costs, invoicing, and reporting
- Compile and submit required programmatic reports using documentation provided by Technicians
- Provide oversight of producer incentive and cost-share programs, including process oversight and quality assurance
- Supervise two Farmer Programs Technicians (to be hired)
- Lead hiring, onboarding, training, and performance management for Technicians
- Assign work and set priorities to align with project workplans
- Review technician documentation, data entry, and producer files for completeness and compliance

Partner Coordination & Outreach (15%)

- Serve as the primary point of contact with project partners, advisory committees, and collaborating agencies
- Coordinate outreach strategies in collaboration with Technicians and partner organizations
- Represent WCCD at meetings, field days, and events related to OSN and AMP
- Support development of outreach materials and public-facing communications

General WCCD Responsibilities and Professional Development (10%)

- Participate in staff meetings, trainings, and events
- Prepare periodic updates for WCCD leadership and Board of Directors
- Commit to ongoing professional development through the Employee Development Plan (EDP).

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Bachelor's degree in agriculture, environmental science, natural resource management, business, or related field; Master's degree preferred
- Minimum three years of experience managing complex projects or grant-funded programs
- Experience supervising staff and coordinating multi-partner initiatives
- Working knowledge of agricultural conservation practices and federal grant administration
- Strong organizational, communication, and reporting skills
- Ability to work in a hybrid remote/field-based environment

ABILITIES:

- Strong interpersonal and relationship-building skills
- Excellent written and verbal communication
- Highly organized, self-motivated, and goal-oriented
- Collaborative, dependable, and adaptable
- Proficient with standard office software and databases
- Ability to learn and use project and time-tracking software (Asana and Toggl)
- Ability to work cooperatively with district staff and partner agencies
- Valid driver's license and willingness to travel regularly
- Ability to pass a security background check

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- This position requires regular standing, walking, talking, hearing, reaching, and use of hands, as well as lifting and moving items up to 40 pounds for event and presentation setup and teardown. Occasional stooping, kneeling, crouching, or crawling may be required.
- Fieldwork may involve exposure to heat, cold, inclement weather, insects, plants, uneven terrain, machinery, and loud noise.
- The position requires the ability to work both in-person at the WCCD office and remotely, with appropriate internet access and workspace.



SALARY, BENEFITS, WORK HOURS, LOCATION

This position will be based in Ann Arbor, Michigan. Work time will be generally split between the main WCCD office, remote (home) office and field work.

Washtenaw County Conservation District office is located at the Washtenaw County Service Building at 705 N. Zeeb Rd, #201, Ann Arbor 48103. Typical work hours will be Monday-Friday, 8:00am - 4:30pm. Some evening and weekend work will be required.

This is a full-time, grant-funded, FLSA-exempt position with a salary range of \$55,000-\$62,000. Benefits include full medical insurance (with opt-out cash option), dental and vision coverage, 13 vacation days, 13 sick days, 13 paid federal holidays, and 2.5 hours of weekly flextime, plus additional benefits as described in the Employee Handbook.

Grant-funded through September 30, 2028. Continuation or extension beyond this date is contingent on the availability of future funding.

ABOUT THE WCCD

The WCCD is a local government agency and has played a significant role in assisting residents and landowners with access to trees, plants, and conservation tools in Washtenaw County since 1948. Our mission is to assist residents with the conservation, management, and wise use of natural resources in Washtenaw County. Since 1951 the WCCD has distributed over 7.1 million trees, shrubs, and native plants for various conservation purposes.

TO APPLY

Please submit a cover letter, resume, two professional references by email to goldenbergm@washtenawcd.org. Applications received by **8:00 a.m. on February 23, 2026**, will receive full consideration. Interviews may begin prior to this date. Target start date is March 23, 2026. Please combine all application materials into one PDF file for review and state "Application - Farmer Programs Specialist" in the email subject line. Contact Megan Phillips Goldenberg at the above email address with any questions related to the position. To obtain further information about the Washtenaw County Conservation District visit our website at www.washtenawcd.org.

The Washtenaw County Conservation District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, disability or other non-merit factors.