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Thriving Farms Program Manager

Organization: Agriculture Stewardship Hawaii

Program: Thriving Farms

Reports To: Executive Director

Location: The preferred base of operations for this position is O'ahu. Candidates residing on other islands within the State of Hawai'i may be considered based on relevant experience and qualifications.

Employment Type: Full-Time

Schedule: Monday–Friday, 8:00 AM – 5:00 PM HST; occasional evenings and weekends required for events and community outreach.

Salary Range: \$72-80K + Benefits

Posted: June 25th, 2026

How to Apply

Please apply by completing this [Google Form](#).

Priority consideration will be given to applicants who **apply before 5:00PM on July 25th, 2026**.

You will be asked to attach the following documents.

- (Required) Resume
- (Required) Cover letter
- (Required) Contact information for three references
- (Optional) Example of successful grant proposals
- (Optional) List of grant awards secured in past 5 years (optional)

Questions? Contact Amanda Shaw at amanda@agstewardshiphawaii.org

About Agriculture Stewardship Hawai'i

Founded in 1998, Agriculture Stewardship Hawai'i (formerly O'ahu Resource Conservation & Development Council) is a statewide nonprofit that helps Hawai'i's farmers, ranchers, and land stewards to access the funding, technical support, and conservation resources they need to build sustainable operations. We work directly with producers to improve soil health, water quality, and farm productivity through conservation practices and planning. We also help farmers navigate grant writing and loan applications. Our work carries a deep commitment to strengthening local food systems through support for small-scale agricultural producers.

Position Summary

The Thriving Farms Program helps agricultural producers access the capital they need to grow their operations — offering free grant writing assistance, financial education, and personalized support. We conduct ongoing funding research, maintain a publicly accessible grant database,

and conduct consistent outreach. Between 2024-2025, Thriving Farms has helped secure over \$6.5M in funding for farmers, ranchers, and agricultural organizations.

The Thriving Farms Program Manager (TFPM) is a new position. The TFPM leads all Thriving Farms services and supervises a team of four (two Grant Technical Assistance Specialists, one Outreach Coordinator, and one part-time Client Intake Lead). Day-to-day, this role balances direct program oversight with staff management, stakeholder engagement, and organizational administration. The Program Manager works closely with the Director of Food Systems, Executive Director, and Grants Manager to ensure high-quality service delivery to Hawai'i's farming and ranching community, while also contributing to fund development, strategic planning, and equity-centered programming.

Key Responsibilities

1. Staff Supervision

- a. Delegating staff time and resources appropriately to ensure maximum impact for the producers we serve and achieve all grant/contract deliverables and reports on time.
- b. Work to sustainably improve the service quality of Ag Stew's client intake process, developing strategies to improve client satisfaction, engagement with Ag Stew programs, external referrals, and program service quality.
- c. Lead outreach strategy for all Ag Stew programs; developing plans for event coordination, social media, content generation, and promotional opportunities.
- d. Facilitate weekly meetings with program team

2. Program Management & Administration

- a. Lead all administrative duties for the program including financial management, expense tracking, invoicing, writing/reviewing financial and progress reports, etc.
- b. Provide regular updates on program progress to Executive Director and Grants Manager
- c. Identify staff and program pain points and develop viable solutions
- d. Coordinate with leadership and admin teams for administrative deliverables
- e. Develop short and long term strategies for program development, growth, and impact

3. Grant Writing Technical Assistance

- a. Collaboratively and independently provide grant writing technical assistance to clients, including assisting clients in becoming grant ready, identifying opportunities that match their needs, and writing grants on behalf of clients

4. Partnership Development

- a. Develop and maintain relationships with Hawai'i agricultural funders, partner organizations, and policymakers to help inform program services for farmers.
- b. Coordinate the Hawai'i Ag Finance Hui & Hawai'i Ag Training and Technical Assistance groups with relevant partners, including developing agenda items and meeting topics, coordinating ongoing working groups, engaging members, minutes, and member growth.

5. Internal Fund Development

- a. Identify and communicate eligible funding opportunities for the organization
- b. Assist staff in developing proposal concepts and writing/reviewing proposals
- c. Lead specific grant writing efforts for Ag Stew Programs

6. Additional Duties as Assigned.

Program Performance Metrics

The primary performance metrics for measuring program successes include:

- # of clients reached through outreach efforts and intake
- Conversions: # of clients who complete intake who participate in programs
- # of clients receiving Thriving Farms services
- # of grants submitted in collaboration with clients
- Grant funding secured for Thriving Farms clients
- Grant funding secured for Agriculture Stewardship Hawai'i
- Client and partner feedback.

Qualifications

Required Qualifications:

- 3+ years experience nonprofit management – leading teams, overseeing multiple complex projects w/ multiple stakeholders, financial management, compliance, and technical reporting
- 3+ year grant writing for nonprofits, agricultural organizations, or similar with a proven track record in securing six figure awards.
- 1-2 years of professional experience may be substituted for closely related educational experience in economic development, agriculture, food systems or related fields
- Proven success in securing federal/state grants, especially USDA and agriculture-related awards
- Experience managing and developing funder relations or organizational partnerships
- Ability to work independently with minimal oversight

Desirable Qualifications:

- Demonstrated knowledge of Hawai'i's agriculture sector, ag operations, agribusiness, conservation/regenerative agricultural systems and common challenges in agriculture in the State
- Working knowledge of public and private funding agencies in Hawai'i
- Experience working with diverse client groups and farmers/ranchers in Hawaii's ag sector.
- Demonstrated knowledge of applying equity and justice frameworks within programs that work with different under-resourced and marginalized communities and individuals
- Bachelor's degree in a related field, graduate degree a plus

Compensation & Benefits

- **Salary Range:** \$72-80K; Commensurate with experience
- **Benefits:**
 - Healthcare
 - Paid Vacation, Paid Sick Leave, Paid Holidays (14), Hawai'i Pregnancy Leave
 - 401(k) Retirement Match after one year
 - Hybrid In-Person/Remote Work
 - And More!
- **Professional development opportunities**
 - Extensive exposure to nonprofit development in Hawai'i's agricultural sector
 - Opportunity to build relationships with 20+ partner organizations
 - Training opportunities
- Opportunity to work with a growing nonprofit with a diverse team committed to supporting environmental conservation and Hawai'i's farmers & ranchers

Working Conditions:

Working outdoors in Hawai'i weather can include high heat, humidity, rain, and sun exposure. Work may be performed at farm and agricultural venues with exposure to animals, wildlife, dust, pollen, allergens, and wet or uneven terrain. During field-based activities, employees may work in proximity to agricultural chemicals, fertilizers, and pesticides, and heavy machinery. The office environment is located within an agricultural zone and surrounded by active agricultural operations, which may result in ambient exposure to similar conditions. Employees will regularly need to use a computer for office-based responsibilities. Employees may need to occasionally lift and carry equipment, supplies, and furniture up to 30 lbs, including on uneven terrain, walk on uneven terrain, and attend events at off-site and harder to reach farm venues. A valid driver's license is required for this role.