

Ranch & Stewardship Manager, Pine Meadow Ranch

The Roundhouse Foundation

Title: Ranch & Stewardship Manager
Status: Full-time, exempt
Hours: 40 hrs/week; days and times vary depending on work requirements
Reports to: Project Director

About the Foundation & Pine Meadow Ranch

The Roundhouse Foundation is a private family foundation based in Sisters, Oregon, with a mission to support creative projects and organizations through art, environmental conservation, social services, community leadership, and education. The Foundation's vision is to create a positive impact through collaboration in communities by encouraging creative problem solving, supporting innovative programming, and stimulating the economy. Roundhouse Foundation employees embrace and advance the common values of the organization: community enrichment, cross-generational support, arts and cultural awareness, and catalyzing change.

The vision of the Pine Meadow Ranch Center for Arts & Agriculture, a program of the Roundhouse Foundation, is to improve the well-being of people and place through the arts, stewardship, and sustainable agriculture, with the goal of preserving the land, views, and other assets of the historic ranch for years to come.

Position Overview

The Ranch & Stewardship Manager will work in close collaboration with trustees and staff of the Roundhouse Foundation to shepherd the growth and management of PMR land and facilities. The Ranch & Stewardship Manager reports directly to the Project Director, coordinating and executing the day to day operations of the 260-acre Pine Meadow Ranch, overseeing a team of part-time ranch hands, and fostering ecologically and economically resilient ranchlands. The ranch is home to a seasonal artist in residence program as well as community education and stewardship activities. The Ranch & Stewardship Manager ensures a positive visitor experience through the maintenance of a safe, clean property, including buildings, homes, barns, pool, greenhouse and other ranch and Foundation structures.

Essential Functions

- Addresses the long-term needs of ranchlands through an agribusiness lens, ultimately helping to sustain viable production agriculture at Pine Meadow Ranch.
- Manages care of ranch buildings, grounds, and livestock including but not limited to irrigation and building systems, vehicles, farm equipment, domestic animals, and all other property components.

- Supervises ranch hands to ensure ranch duties and facilities projects are performed correctly and in a timely fashion, including through the coordination of schedules, team meetings, and task lists.
- Develops, implements, and revises operational policies and procedures to ensure compliance with all laws and industry best practices, alignment with the organizational mission, vision, and values, and supporting the ranch's strategic plan.
- Superintends PMR landscape and infrastructure, with an eye to enhancing the ecological, economic, and social viability of the farm and ranch enterprises.

Duties

Agribusiness management, maintenance & safety (80%)

- Supports long-range farm and ranch planning, especially related to sustainable agriculture and other existing or future agricultural, stewardship, or facilities projects.
- Provides agricultural budgets and forecasting in support of current and future production.
- Advises the trustees and staff regarding ranch projects and provides status updates related to construction, renovation, and other project management as needed.
- Manages and assists with the ongoing maintenance and overall care of all Pine Meadow Ranch property, including structures, fences, grounds, equipment, vehicles, and livestock.
- Performs, delegates, or outsources maintenance, repair, or replacement of irrigation, electrical, plumbing, and HVAC systems, as well as interior building components.
- Oversees the service of ranch vehicles, including scheduling and performing regular preventative and unscheduled maintenance and making certain vehicles are clean, safe, and presentable. Ensures timely and accurate records of maintenance work are kept.
- Identifies appropriate and competitively priced sources for agricultural supplies, materials, equipment, tools and services, and maintains adequate inventories to ensure uninterrupted performance of tasks by ranch operations staff.
- Aids in creation and revision of facilities documents and operations manuals, including but not limited to building and irrigation schematics, training materials, incident and accident reports, and other related materials.
- Responsible for maintaining materials, parts, and supply inventories and records, including hazardous materials and Material Safety Data Sheets books as needed.
- Promotes and demonstrates best safety practices at all times.
- Supports staff and trustees in implementing long range strategic plans related to With the Project Director, coordinates a team responsible for demonstrating measurable improvements in carbon, water, and biodiversity indicators due to improved management practices.
- Available on-call as scheduled for agricultural and facilities emergencies.
- Performs other duties as assigned.

Staff supervision (20%)

- Leads a team of ranch hands, developing, implementing, and regularly evaluating project management strategies, work plans, and timelines. Ensures results are delivered on time and within budgetary guidelines.
- Along with staff and trustees, supports all aspects of ranch hand employment including recruitment, hiring, training, and retention.
- Manages ranch hand work schedules as well as the irrigation calendar. Provides regular staffing updates to supervisors, tracking team progress and results.
- Ensures ranch staff receive ongoing agricultural, stewardship, and facilities education and training.
- Leads monthly ranch hand meetings in concert with Project Director.
- Maintains punctual, regular and predictable attendance for self and all team members.
- Works with a spirit of cooperation in a collaborative environment, taking and offering direction collegially.

Minimum qualifications

A successful candidate will demonstrate a minimum of three years of experience in the functional areas listed. Additionally, the candidate will embody the following personality traits and personal profile:

- Bachelor's degree in one of the following fields: agriculture, agricultural business, rangeland management, biology/ecology, *and/or* 3+ years of progressively responsible experience in agricultural management or facilities maintenance/construction, *or* equivalent combination of education and professional experience;
- Demonstrated knowledge of agriculture, irrigation, facilities and/or construction management;
- Commitment to responsible land stewardship;
- Experience administering complex projects and multiple efforts at once, including managing staff, budgets, work plans, timelines, and tracking metrics of success;
- Experience supervising staff, including developing work plans and training protocol, offering feedback and managing performance, and providing leadership to a team;
- Proficient in basic word processing, database, and project management applications;
- Willingness to work nights and weekends as necessary;
- Excellent communication skills;
- Ability to take initiative, facilitate the work of others, embrace feedback, and adapt to changing priorities; and
- Trustworthy, reliable, and honest.

Preferred qualifications

- Deep familiarity with best practices in sustainable agriculture;
- Knowledge of and comfort with financial tools that help sustain and diversify ranchlands and/or advance conservation efforts;

- Interested and willing to learn about the integration of arts and sustainable agriculture;
- Willingness to think outside the box; and
- Prior exposure to historic preservation, conservation, arts, and/or agricultural project management.

Working Conditions

Including but not limited to: Outdoors; exposure to varying temperatures and conditions; exposure to agricultural chemicals; operating machinery; lifting 50+ pounds; daily strenuous physical activity.

Equipment Used

Including but not limited to: Tractor; four-wheeler; pick-up truck; riding mower; hand tools; chainsaw; log splitter; edger; sprayer; welder.

Compensation

This is an exempt employee position. This position offers competitive pay commensurate with experience as well as a health insurance stipend of \$450/month before taxes. Relocation assistance may be available to move to central Oregon. No retirement benefits are associated with this position.

Leave Benefits

Full-time employees are provided with paid vacation and sick leave. Vacation accrues based on length of employment, with employees in the first and second year receiving 80 hours of paid vacation annually, accruing after 90 days at 20 hours quarterly. Employees also accrue one hour of paid sick leave for every 30 hours worked, up to a maximum of 40 hours per calendar year. Due to seasonal needs, the Ranch & Stewardship Manager may not schedule vacations during certain times of the year to include irrigation season running from April through October.

Background check

Employment is contingent upon successful completion of a background and driving record check.

Mandatory drug testing

Employees in safety-sensitive positions, including those driving ranch trucks or operating machinery, are subject to drug and alcohol testing as a precondition of employment. After hire, employees are subject to drug and alcohol testing; testing is conducted without notice to randomly selected employees.

Nondiscrimination statement

Our policies and practices provide equal opportunity to all qualified individuals in leadership, staffing and service, regardless of race, ethnicity, national origin, citizenship status, gender, gender identity, sexual orientation, disability, age, religion and any status protected by law.