



General Manager (full-time)

About Us

Small Places is a 501c3 that develops farms to upend systemic inequalities in health at the neighborhood level. Our farms are a part of the fabric of the communities we exist in, providing convenient, affordable access to high quality foods and a safe and welcoming space for our neighbors.

Our first farm, *Finca Tres Robles* (Spanish for “3 Oaks Farm”), located just 3 miles east of downtown in the historic 2nd Ward is one of the only urban farms in Houston’s urban core and grows seasonal fruits, vegetables and herbs on 1.5 acres. Using intensive growing methods and following organic practices, our farm is one of the only sources of sustainable, fresh, and local produce on Houston’s East Side. As a community-driven farm uniquely striving to keep 100% of our produce within 3 miles of the farm, we have developed community outlets and relationships distributing our produce through a 10-month CSA, an onsite farm store, and subsidized distributions directly to community partners and neighbors. As a community space, we also host regular community events and educational opportunities such as field trips and classes.

The Farm Store will be an unduplicated amenity in our community providing long-term and consistent access to fresh produce. Having recently signed a historic 40-year lease on 1.5 acres in partnership with Harris County, our new community farm and farm store will be opening up in February of 2025.

To read more about our mission and our work, please visit smallplaces.org

Job Description

Small Places is seeking a dynamic and experienced General Manager to oversee the day-to-day operations of our urban farm location, *Finca Tres Robles*, including farming operations, educational programs, community events, site maintenance, and administrative responsibilities. The General Manager will play a pivotal role in ensuring the success and sustainability of our initiatives, fostering community engagement, and promoting our mission of community based urban agriculture as a tool for impacting community health. The General Manager will work closely with the Executive Director and Director of Operations to support the re-launching of farming and programming operations at the newly constructed facility. The General Manager will also initially directly oversee the opening and establishment of our Farm Store until a dedicated Farm Store Manager is hired.

Key Responsibilities

As a General Manager, your responsibilities will include but not limited to:

- Oversee day-to-day operations of the urban farm location including the communication and coordination between the three (3) main areas of operations of the location: 1) Farm 2) Store 3) Programs.
- Ensure facilities maintenance of the urban farm site including management of landscaping, trash/recycling, and custodial services.
- Lead the launch and expansion of the Farm Store including hiring and training staff, supporting inventory setup, merchandising, and procedure development, and building relationships with vendors and partners.
- Develop and implement strategies to increase visibility and participation, meet various targets and goals, and operate efficiently to maximize productivity and impact.

- Foster and maintain relationships with community members, stakeholders, and nonprofit partners.
- Support Team in their management of relationships and collaborations with local schools, community organizations, and other partners to promote farm programs and support our mission.
- Oversee the finances of the operations under their management including the farm, farm store, and programs budgets.
- Lead the Human Resource process for staffing under their management including hiring, training, and supervising employees.
- Oversee the Farm Manager, Program & Outreach Coordinator, and Store Manager (once hired) and meet with them regularly to ensure smooth programs, cross organizational communication, resolve cross-functional issues, conduct performance reviews, and provide constructive feedback.
- Ensure adherence to policies and procedures across farm, store, and program operations to meet all internal Small Places standards, as well as grant compliance and certification standards.
- Support larger organizational goals including fundraising activities, community outreach, marketing, and communications.
- Keeping up-to-date and connected with local food access, food insecurity, community health activities.
- Attend conferences and events to build networks and promote Small Places, our work, and mission.

Qualifications

- Minimum of 5 years of experience in management and leadership positions, nonprofit management, or a related field.
- Strong knowledge of experience in retail, sales, and customer relations including CRMs and POS systems
- Experience in program development and community engagement.
- Excellent organizational, leadership, and communication skills.
- Ability to manage multiple projects and work effectively in an intentional and committed environment.
- Financial management experience, including budgeting and grant management.
- Proficiency in Microsoft Office and other relevant software.

Preferred Qualifications

- Experience in retail management, particularly in a farm or local food context.
- Knowledge of local food systems and Houston's East End community
- Bilingual (English/Spanish) skills are prioritized but not required

Schedule and Pay:

- 40 hours/week
- \$60,000-\$70,000 annualized salary – based on previous experience and evolving scope of role
- Health Reimbursement Account, 3 Weeks PTO, fresh produce

The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.

To apply, please visit our website smallplaces.org/careers/
 Or you can send resume and cover letter to tgarciaprats@smallplaces.org
 with "General Manager" as the subject.