PROGRAM MANAGER

Acres4Change | Baltimore, Maryland

Contract Type	Independent Contractor (1099), Grant funded one year
Estimated Level of Effort	Up to 20 hours per week, based on agreed services and program needs
Service Location	Baltimore, Maryland; combination of remote and scheduled on-site services
Compensation	$30/hour, subject to contract terms
Anticipated Contract Start	December 1, 2026, or sooner by mutual agreement
Primary A4C Contact	Executive Director

About Acres4Change

Acres4Change (A4C) is a Baltimore-based nonprofit creating pathways to collective land ownership, environmental stewardship, and economic opportunity through farm and business development, education, and land acquisition. Our Stewardship Program prepares emerging and experienced farmers to build agricultural enterprises, develop cooperative skills, and work toward collective land ownership. Charm City Caps, our indoor mushroom farm at Green Street Academy, provides hands-on mushroom farming education and supports A4C's broader food-system and land stewardship work.

Contract Opportunity Overview

A4C seeks an independent Program Manager to provide contracted program coordination, administrative, evaluation, and partner-engagement services for its Stewardship Program. The scope also includes an estimated 3–5 hours weekly of agreed Charm City Caps and related project support. The contractor will use independent professional judgment to plan and deliver agreed services, coordinate with A4C stakeholders, and meet established deadlines and quality standards. Specific on-site activities and meetings will be scheduled collaboratively to meet program and farm needs.

Scope of Services

Stewardship Program, Alumni & Administration

- Develop and maintain an annual program implementation calendar, including recruitment, orientation, curriculum, graduation, and closeout milestones.
- Coordinate application review, interviewer logistics, reference checks, selection, onboarding, and orientation.
- Coordinate Steward check-ins, attendance and assignment tracking, evaluations, business-plan milestones, and timely participant communications.
- Arrange presenters, partner workshops, field trips, farm visits, cooperative education, and other agreed learning activities.
- Provide agreed coordination support for Steward land readiness, alumni engagement, cooperative planning, and Sankofa-related activities in collaboration with A4C leadership and partners.
- Maintain organized program files, schedules, meeting notes, timesheets, inventory records, and approved digital systems.

- Collect grant metrics, participant feedback, surveys, outcome narratives, and reimbursement documentation; prepare reporting materials by agreed deadlines.
- Coordinate logistics, registration, supplies, evaluations, and follow-up for assigned educational and community events.

Charm City Caps Services

- Provide agreed on-site farm support, typically equivalent to 1–2 farm visits or shifts weekly when needed, including checks, harvesting, sanitation, inoculation, value-added production, inventory, and order preparation.
- Assist with mushroom workshops and demonstrations, including registration, supplies, participant communications, and evaluations.
- Coordinate with farm personnel to support production schedules, safety procedures, and established standard operating procedures.

Communications & Additional Projects

- Capture and organize approved program photographs, videos, and event information; provide timely materials to the Social Media Assistant.
- Coordinate alumni communications, outreach, partner relationships, and community events.
- Provide defined support for agreed fundraising initiatives, events, and special projects; any material changes in scope will be mutually agreed upon.

Expected Deliverables & Service Standards

- A current program calendar and timely coordination of scheduled activities and milestones.
- Accurate, accessible participant records, attendance, evaluation data, and grant documentation, updated on agreed schedules.
- Timely Steward and partner communications, with risks or delays flagged promptly.
- Well-coordinated workshops and events with registration, documentation, and follow-up completed.
- Documented alumni engagement and agreed Charm City Caps services delivered in accordance with safety and production requirements.
- Regular status updates and invoices with records of services and hours as specified in the independent contractor agreement.

Contractor Qualifications

- Bachelor's degree in a relevant field or comparable qualifications, plus 2–3 years of relevant program coordination or management experience.
- Demonstrated ability to independently organize multiple projects, meet deadlines, maintain accurate records, and communicate professionally.
- Experience working with community members, volunteers, partners, or educational programs; ability to protect confidential information.
- Reliable transportation and ability to provide scheduled on-site services in Baltimore, including some evening or weekend activities.
- Ability to lift 25 pounds for agreed farm/event activities and use A4C-approved technology and systems.
- Experience with urban agriculture, cooperative development, grant-funded programming, or mushroom production is helpful but not required.

Independent Contractor Arrangement

This is a contract for services, not an employee position. The contractor will determine the manner and means of performing the services, consistent with agreed deliverables, program deadlines, site access, safety requirements, and applicable contract terms. A4C will coordinate necessary access and collaboration; there is no guarantee of a fixed weekly schedule or minimum hours. The parties will define scope, compensation, reporting, and termination terms in a written independent contractor agreement. No employee benefits are provided.

How to Submit Interest

Submit a resume and brief cover letter outlining relevant experience and interest in A4C's mission to info@acres4change.org. Finalists may be asked for two professional references. Application deadline: November 15, 2026. Anticipated start: December 1, 2026, or sooner if available.

Acres4Change welcomes proposals from qualified professionals of diverse backgrounds and experiences.