

POSITION X1833 **Director, Lone Oaks Farm**

LOCATION: **The University of Tennessee, Institute of Agriculture, Lone Oaks Farm, 10,000 Lake Hardeman Road, Middleton, TN**

EFFECTIVE DATE: **Screening of applicants' credentials will begin October 1, 2018 and will continue until the position is filled. Target Start Date is January 1, 2019.**

SALARY AND BENEFITS

Salary is commensurate with training and experience. Benefits include group hospitalization and life insurance, State Employees Retirement; Workers' Compensation; sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays and longevity pay after three years of service; reimbursement for official travel.

JOB DESCRIPTION

The Director will provide leadership for the operation of Lone Oaks Farm (LOF), a new and developing 1,200-acre 4-H Youth Development camping, STEM education and conference center owned and operated by UT Extension. Additional information about LOF is available at <https://www.loneoaksfarm.com/>. The LOF Director is a direct report to the Dean of UT Extension.

The Director will oversee the four primary functions and activities of LOF: (1) 4-H Youth Development and youth camping, (2) STEM education and (3) conference center and lodging and (4) farm operations. The position provides a unique opportunity to lead the development and implementation of a creative and entrepreneurial business plan as LOF continues to develop both infrastructure and programming. The LOF Director will have numerous opportunities to support programs across multiple areas including 4-H Youth Development, Agriculture and Natural Resources, Family and Consumer Sciences, STEM education, outdoor recreation, and hospitality. In addition to supervising the day to day operations of LOF, the director will provide leadership to the continued long-term development of LOF as called for within the LOF Master Plan: <https://www.loneoaksfarm.com/about/master-plan/>. The LOF Director will be instrumental in leading the continued development of LOF in-line with the Master Plan through the development and implementation of sustainable business plans, helping define future staffing needs, developing and expanding 4-H Youth Development camping opportunities. The LOF Director will also be expected to provide input and assistance with facility construction oversight, promotion and marketing, and fundraising in support of the long-term development of LOF.

The director will:

- Supervise staff and ensure that LOF operates in accordance with UT policy.
- Operate LOF as a self-sustaining and self-funded entity of the University of Tennessee.
- Work closely with the State 4-H Youth Development Office, regional and county Extension staff, the Dean's office, faculty and staff of UT and TSU Departments, public and private stakeholders and clients.
- Oversee marketing, educational, business, management, publicity, fund development and planning efforts on the farm.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McRose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

- Identify and fill additional staff needs as financially feasible to successfully accomplish goals and objectives.
- Provide leadership to the development of budgets, monitor the expenditures of funds, develop plans for income generation, secure resources and develop implement and evaluate strategies to market LOF to public and private users.
- Provide leadership to the development and operation of appropriate advisory and steering groups/committees.

RESPONSIBILITIES

- Ensure the establishment of a research-based youth curriculum that focuses on STEM principles and current educational standards at LOF. Develop business plans for events, hospitality and conferencing. Develop and manage revenue and expense budgets for various projects, enterprises and income streams at LOF. Support the implementation of a \$48 million master plan for 4-H Youth Development and youth camping and STEM education facilities.
- Identify key work functions at LOF and manage corresponding new positions. Lead the process of recruitment, screening, and hiring highly qualified staff. Develop performance standards for all positions and communicate these standards with staff. Conduct annual performance appraisals for staff members and address other personnel issues as needed.
- Work with UT Foundation and TN 4-H Youth Development Foundation staff to identify and cultivate potential philanthropic donors. Ensure that gift proposals correspond with the vision and mission of LOF. Identify, pursue, and attain grants to support farm operations and local programs.
- Lead the development of a promotion and marketing program for all aspects of LOF; including marketing of the farm property as a premier, nationally-recognized facility for 4-H Youth Development and STEM youth education. Other marketing efforts will include the promotion of UT events, private events, hospitality, conferencing, recreation and other youth events. Identify and develop agreements with external partners with regard to marketing and promotion.
- Plan, lead and direct the American Camp Association accreditation process.
- Provide leadership for a program of activities that meets the needs of all eligible clientele regardless of race, color, national origin, age, sex, disability, religion or veteran status.
- Provide general oversight for the development and construction of new infrastructure and facilities at the LOF site. Provide ongoing supervision for all facilities, buildings, and grounds. Develop budgets and priorities for all capital outlay, maintenance and disclosed projects budget requests for LOF in partnership with the Dean, UT Extension, Chief Financial Officer, and others as required.

QUALIFICATIONS

- A minimum of a Master's Degree
- At least 8 years' experience in supervision, event planning, business/farm/land management, conference center management, camp operation or developing and implementing educational programs is required.

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The director should also have:

- Ability to organize, apply sound judgment and complete assignments in a timely manner both independently and as part of a team.
- Ability to communicate and collaborate effectively with strong interpersonal skills and abilities to interact and work successfully with a diverse variety of individuals.
- Ability to attend to details while simultaneously handling multiple projects -- ability to analyze, interpret, and apply relevant regulations, policies and procedures.
- Ability to manage, plan, conduct and evaluate educational efforts in a residential camp/center setting.

Preference will be given to candidates who have a doctoral degree and strong experience in one or more of the following;

- 4-H Youth Development programming experience.
- Business management and marketing experience.
- Prior experience with facility construction and management.

TO APPLY:

- Please apply online by clicking the link below
[External Applicants](#) [Internal Applicants](#)
- Submit a complete application packet which includes a 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.

A background check and an official transcript are required prior to hiring. For additional information, feel free to contact the search committee chair:

Rob Holland, Director
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<https://ag.tennessee.edu/cpa>

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