



PROGRAM MANAGER

NAPA VALLEY GRAPEGROWERS

The mission of the Napa Valley Grapegrowers is to preserve and promote Napa Valley's world-class vineyards.

THE PROGRAM MANAGER

The Program Manager is responsible for developing and producing NVG's annual programs to support the membership and the organization's efforts to preserve agriculture and farmland in Napa Valley. He/she will possess exceptional organizational skills and have the professionalism required to make a significant contribution to the Napa County winegrape industry.

RESPONSIBILITIES

1. Programs, Seminars, Reports & Services

- Manage and contribute to the development of educational programs that Napa Valley grape growers can use to:
 - Produce better quality grapes
 - Address critical farming and viticultural issues in the vineyards
 - Farm more sustainably with a focus on environmental stewardship
 - Improve the profitability and efficiency of their operations
- Manage all program and seminar coordination including, but not limited to:
 - Content development and create program agendas
 - Speaker outreach, confirmation, coordination and follow up
 - Compile and analyze data from seminar evaluations and report regularly to Program Director and Member Services Committee
 - Manage event budgets, reporting regularly to COO/Associate Director
 - Work with Event Manager to ensure program and seminar coordination details are planned and executed flawlessly
- Manage all reports and services including, but not limited to, Growing Conditions Report, Wages and Benefits Survey, Discounted Services & Promotions, and more
- Manage the Member Services Committee, responsible for the development and implementation of all annual NVG programs; work with the committee to:
 - Evaluate existing programs to determine ways to enhance and elevate annually
 - Develop new programs that increase the value of membership and preservation of agriculture
- Work with Program Director and Industry & Community Relations Director to support cross-committee and cross-staff collaboration efforts bringing the work of all NVG committees into educational programs
- Support the development and management of NVG best practices papers and video series
- Work with Program Director and Industry & Community Relations Director on content development for weekly Grower Bulletin email newsletter

- Support communication efforts that demonstrate how NVG programs support environmental stewardship, agricultural preservation, and sustainability of our natural resources
- Manage the development of international and local exchange programs with winegrowing regions around the world; work with Event Manager to ensure all travel details for both international and local exchange programs are finalized and confirmed

2. Grants

- Assist COO/Associate Director with grant reporting and budgeting
- Provide grant seminar, marketing evaluation results and other relevant information to NVG bookkeeper to keep the annual grant folder up-to-date
- Co-coordinator for all grant activities

3. Harvest STOMP

- Co-manage all aspects of the wine program from outreach to execution for the event
- Support the planning and coordination of our annual fundraiser as designated by COO/Associate Director

4. Administrative

- Efficiently prepare for and coordinate Member Services Committee meetings and various sub-committee meeting schedules
- Attend Industry Issues Committee meetings and prepare meeting minutes
- Manage the NVG Content Library (LMS) with member-only resources
- Other general administrative duties as they arise
- General support to COO/Associate Director and Program Director
- Service the goals and objectives of the NVG Strategic Plan

QUALIFICATIONS

Candidates – take the following qualifications into consideration before applying. Cover letters and resumes must demonstrate the presence of the following attributes and skills:

- Experience in developing educational programs in sustainable agriculture, viticulture, or farming
- Demonstrated success and experience managing a collaborative committee and planning team
- Experience working in a non-profit a plus
- Event planning experience a plus
- Excellent writing and communication skills
- Ability to create, maintain, and report budgets
- Highly motivated work ethic and organizational skills
- Strong people skills and an outgoing personality
- 2+ years' experience in the wine and/or hospitality industry
- Proficiency in Excel, Word, and database management

PHYSICAL REQUIREMENTS

These are required to perform the key responsibilities of the job with or without accommodations

- Must be able to lift up to 50 pounds repeatedly
- Must be able to walk, stand, climb, hear, see, balance, reach with hands and arms, stoop, kneel, crouch or crawl on a daily basis
- Must be able to drive a reliable vehicle

ADDITIONAL REQUIREMENTS

- Must possess a valid state driver's license
- Must have a clean motor vehicle record
- This job requires the use of your personal vehicle, for which you will be reimbursed for business-related driving expenses
- Must be able to sell, work with and be around alcoholic beverages

BENEFITS

The NVG provides a highly competitive employee benefits package and supports a collaborative, productive workplace.

Candidates should submit a cover letter detailing their understanding of the Napa Valley Grapegrowers and what they can bring to this specific position, along with a resume directly to napagrowers@gmail.com Subject line must read: PROGRAM MANAGER OPPORTUNITY

Napa Valley Grapegrowers is an equal opportunity employer.

We require all employees to be vaccinated against COVID 19. In accordance with legal requirements, we will consider a documented medical or sincerely held religious accommodation request.