



Grand Farm Assistant Director of Program Management

Primary Work Locations: Fargo, ND | Casselton, ND

Salary: \$80,000+

The Grand Farm Assistant Director of Program Management is responsible for leading and coordinating project management functions across the organization. This role combines project leadership, technical expertise, and stakeholder engagement to ensure the organization's most strategic initiatives are delivered successfully.

Serving as a primary point of contact for major projects, the Assistant Director of Program Management provides oversight, coordination, and reporting, while representing the organization externally to partners, funders, and stakeholders. The role ensures that projects align with strategic objectives and reinforce the organization's position as a leader in agricultural innovation.

Key Areas of Responsibilities

- **Portfolio & Project Oversight:** Lead the planning, execution, and monitoring of a diverse project portfolio across research, field operations, and ecosystem engagement.
- **Strategic Alignment:** Ensure initiatives support the Grand Farm Innovation Framework (Research & Discovery → Planning & Collaboration → Execution & Reporting) and organizational priorities.
- **Technical Coordination:** Provide insight on agricultural technologies (IoT, autonomy, robotics, software/data systems) to support project design and implementation.
- **Stakeholder Engagement:** Serve as the primary representative for assigned projects in meetings, conferences, and stakeholder discussions.
- **Reporting & Communication:** Prepare clear reports, presentations, and case studies in collaboration with Marketing to communicate progress and outcomes.
- **Process Development:** Standardize and enhance project management practices; mentor project coordinators and interns.
- **Resource Planning:** Evaluate resource needs and coordinate internal/external teams to ensure timely, successful delivery.



Qualifications

- Bachelor's or Master's Degree in Agriculture, Business, Project Management, Engineering, Technology, or related field; or equivalent experience.
- Demonstrated experience in project, program, or portfolio management.
- Strong track record of managing complex, multi-stakeholder initiatives with measurable outcomes.
- Technical fluency in agricultural technology trends and applied innovation.
- Exceptional communication and interpersonal skills; ability to present confidently to growers, corporate leaders, and federal stakeholders.
- Proven ability to build and sustain strong partner relationships.

Physical Requirements

- Ability to work in both office and field environments, including exposure to varying weather conditions.
- Must occasionally lift and carry up to 50 pounds.
- Frequent use of telecommunication tools for remote collaboration.

Work Environment

- Flexible, dynamic work environment with primary locations in Fargo, ND and the Innovation Campus in Casselton, ND.
- Occasional outdoor work on uneven surfaces and in varied weather conditions.
- Flexibility to work outside normal business hours, including evenings or weekends, to meet project or partner needs.
- Travel is required to stakeholder locations, including rural communities.

Benefits & Culture

- Fast-paced, innovative, and collaborative culture.
- Core Values: **Trust First, Learn Fast, Be Bold, Move Together, Be Scrappy, Think Holistic.**
- Flexible work schedule.
- Retirement program with employer match.



- 80% employer-paid health insurance premiums (excluding vision and dental).
- Additional voluntary benefits offered through PRO Resources.
- 10 paid holidays (including your birthday) plus 128 hours PTO in the first year.

To Apply

Candidates may submit a cover letter addressed to **Kyle Whitcraft** and resume to KyleW@grandfarm.com.

About Grand Farm

Grand Farm is a network of growers, corporations, startups, , investors, government, and educators working together to solve problems in agriculture with applied technology. Grand Farm creates events, conferences, and workshops to accelerate problem-solving, and works directly with innovation teams to help them apply innovative thinking within their organizations and provide field management and innovation-as-a-service. Grand Farm also operates a 600-acre Innovation Campus near Castleton, ND, that serves as a space for collaboration, research, and demonstration in developing solutions for farming in a new era. Learn more at grandfarm.com.

Grand Farm is proud to be an equal opportunity provider.