



23856 Road 265 North Havre, MT 59501 [www.vilicusfarms.com](http://www.vilicusfarms.com)

## VALUE ADDED PRODUCTION & MARKETING MANAGER

*Permanent, year-round position, flexible compensation package, with high growth and leadership potential. If you are high energy, love connecting non-farming eaters to a farm, are excited about grains, legumes and big landscapes, this job is for you.*

### **About Vilicus Farms**

Vilicus Farms is a first generation, USDA certified organic dryland crop farm located in Northern Hill County Montana, growing a variety of species of grains, pulses, oilseeds and cover crops with 5-7 year rotations with integrated grazing. Vilicus Farms is Bee Better certified with over 300 acres seeded to native pollinator habitat, Real Organic Project certified and became Regenerative Organic Silver certified in 2024. Farming season is generally March to November and our team grows to ten people.

### **About the Job:**

The Value-Added Production and Marketing Manager is a high energy, high performing, positive individual with an entrepreneurial mindset. The core focus is to grow direct sales of a wide variety of farm products. Work will include everything from hands-on grain cleaning and bagging, to relationship building with buyers, farm storytelling through website and social media, and the documentation and compliance work for food safety. This is a new position for the farm and is the outcome of several grants for on-farm processing equipment and growing value-added/direct sales channels. This position will shape and build a growing agricultural enterprise to make a meaningful impact on local food systems and the financial bottom line of the farm. Long term growth and ownership opportunities are inherent in this position.

The ideal candidate has deep capacity for building relationships, excellent attention to details, and ability to problem solve to get things done with collaboration and teamwork. We have a small, close knit team and are looking for someone who shares our community mindset and commitment to stewardship.

### **Key Responsibilities:**

#### *Operations & Production Management*

- Oversee value-added packaging operations from facility setup through full-scale production
- Coordinate with Farm Manager for grain cleaning and storage operations
- Coordinate equipment purchases, transportation, setup, and troubleshooting
- Ensure food safety compliance as designated Food Safety Champion

- Facilitate toll-processing partnerships
- Handle packing, wrapping, bagging, preparation for shipping
- Develop Standard Operating Procedures

### *Sales & Marketing Leadership*

- Develop and execute comprehensive sales strategies for regenerative organic products
- Grow sales by building and maintaining relationships with food service directors, CSA coordinators, retail purchasers, and existing direct sales customers.
- Manage Ecommerce operation including sales, shipping, website development, and customer service
- Create and implement marketing materials, social media content, and newsletters
- Represent Vilicus Farms at trade shows, events, and industry conferences
- Support existing, as well as identify and pursue new collaborations with other Montana based and National organizations.

### *Customer Relations & Service*

- Serve as a primary brand ambassador for farm
- Provide exceptional customer service across all sales channels
- Manage customer inquiries, orders, and relationship development
- Coordinate with 3rd Party (3PL) shipping logistics and farm-direct deliveries
- Implement and maintain CRM platform for team usability

### **Expectations**

- In this initial stage of start up work is anticipated to be approximately 80% on the farm, with remaining time working remotely. Balance of on-farm to remote is subject to adjustment as the value-added business evolves and day to day handling of products is streamlined.
- The farm is located 36 miles north of Havre, MT. Housing on the farm is not currently available. Candidates will need a reliable vehicle and they should expect to live in or around Havre.
- The schedule is subject to the rhythms of the farming season. We anticipate cleaning and bagging to happen after harvest and before seeding. Marketing can happen year round. Focus on getting the job done, not on the hours worked.
- Shares our core values of sustainability, organic land stewardship, community
- Reports to Farm Owner/Manager
- Subject to 3-month review to evaluate performance; 12-month probationary period from date of hire
- Travel: Estimated 15%, primarily within the state of Montana for relationship building, events, and deliveries.

## What we are looking for - Experience & Skills

- Bachelor's degree in business, marketing, agriculture, or related field preferred, or equivalent life experience
- At least 2 years experience working in organic farming and/or food marketing
- Independent thinker and problem solver with strong organizational and project management skills, and exceptional written and verbal communication skills
- Strong customer service ethic
- Experience with ecommerce, storytelling, building a brand
- Experience with or willingness to learn food safety protocols
- Technical fluency with and/or ability to learn: Instagram, Facebook, LinkedIn, Shopify, Mailchimp, [monday.com](https://monday.com), Google Suite, Customer Relationship Management (CRM) Platform, FarmBrite
- Physical Requirements: Ability to lift 50+ lbs, work in agricultural settings, and handle packaging/shipping tasks
- Can operate a manual transmission or stick shift vehicle. Valid driver's license with clean driving record.

## Compensation and Benefits:

- Full time position, salary dependent upon experience, anticipated range \$40,000 - \$55,000
- Some remote work as part of schedule
- Unlimited paid time off (including week of Thanksgiving and week between Christmas and New Years)
- Cell phone stipend
- Opportunity to participate in the Farm's Employee Education Assistance Program
- All you can eat grains, legumes, oilseeds and a share of Highlander beef

**To Apply:** Email a cover letter, resume, and contact information for three references in one combined PDF with with the subject of "Value-Added Production & Marketing Manager Application" in the subject line to [anna@vilicusfarms.com](mailto:anna@vilicusfarms.com). If you have questions or need additional information please call Anna Jones-Crabtree @ 406-459-9944

Applications will be accepted until a suitable candidate is found, but an ideal start date is October 20 2025.

Vilicus Farms is committed to advancing diversity, equity; and to creating a safe, supportive, and inclusive work environment. We are an equal opportunity employer and prohibit the unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age, disability, genetic information, veteran status, sexual orientation, marital status, gender identity or any other characteristic protected by federal, state or local law.