

WCREF Facility Manager

Position Summary

The mission of the Wisconsin Cranberry Research Station is to support the research and outreach necessary to develop and evaluate growing practices for cranberries which are which are profitable, environmentally sound, resource sustaining, and appropriate to cranberry growing in Wisconsin. The Research Station was established in 2017 and underwent significant renovations to bring it up to current industry standards for commercial production and to construct beds for variety trials as well as replicated trials on a commercial basis. The total acreage of the property is 140 acres, with 25 in commercial production and 3.5 acres dedicated solely to research.

This position is responsible for overseeing the operation of the Wisconsin Cranberry Research Station. The station is owned by the Wisconsin Cranberry Research and Education Foundation and is located about 100 miles northwest of Madison in Jackson County. The station has 2 permanent employees and 3-4 limited-term or student employees each year.

The station's annual operating budget is in the range of \$800,000 which includes approximately \$500,000 in support from USDA ARS with an additional \$300,000 generated from crop revenue. Research at the station focuses on cranberry growing. The station is also home a Research and Education Center which offers facilities to the Manager and researchers as well as public and grower outreach and education. The UW-Madison Division of Extension Cranberry Outreach Specialist also works part-time out of the station.

Currently there are 9 research projects underway involving 6 UW and USDA ARS scientists from 3 departments. The amount of research is expected to grow as the station becomes fully operational. Numerous field days, meetings and tours are held on the station which receives over 1,000 visitors annually.

The Wisconsin Cranberry Research and Education Foundation is committed to maintaining and growing a culture that embraces diversity, inclusion, and equity, believing that these values are foundational elements of our excellence and fundamental components of a positive and enriching learning and working environment for all students, faculty, and staff.

The Facilities Manager will work with the Farm Manager to coordinate all activities on the station and report to the Executive Director.

Principal Duties

RESEARCH STATION ADMINISTRATION (requires knowledge of scientific disciplines, research, outreach and instructional issues of the station).

- Personnel management including hiring, discipline, performance evaluations, staff supervision and task assignments of staff directly related to research activity on the station.
- Financial management including planning, developing and managing station budget, tracking expenses, revenues, grants and billings.

- Work with Farm Manager and Board to develop and implement long-range strategic plans for the station. Identify future budget requirements for facilities, capital equipment and supplies to meet research, outreach and instructional needs related to the research function of the station.
- Research, supply planning and procurement for capital equipment and research supply leases and purchases.
- Office management includes handling research and outside requests, scheduling public events, records management, complying with all Foundation business services policies and procedures.
- Plan and supervise maintenance and repair of station, Research and Education Center, including care of lawns, landscaping and ornamental plantings.
- Work with Executive Director, Board and Farm Manager to develop long range plans for equipment replacement and new facilities construction.
- Supervise maintenance of station records including field histories, crop production inputs, weather data, personnel files, vehicle logs, supply inventories and station in-kind services accounting.
- Manage employee training and compliance with all federal, state, and Foundation protocols, laws and regulations.

RESEARCH COORDINATION AND MANAGEMENT

- Serve as contact person for research requests from faculty researchers and graduate students. Evaluate research requests and determine feasibility based on available resources. Determine appropriate staffing, equipment and cultural practices to meet individual project needs.
- Assist researchers with the planning, establishment, implementation, maintenance and evaluation of research and demonstration projects on the Station.
- Identify appropriate field locations and coordinate labor and equipment needs to satisfy research programs.

PUBLIC RELATIONS, OUTREACH AND EDUCATION

- Conduct station tours and answer inquiries from the public about the station, research at the station, the Foundation, etc.
- Act as a liaison to the area agricultural community. Coordinate and participate in community and professional activities that develop and/or strengthen support for the station and the Foundation.
- Work with researchers, academic departments, and local and state extension staff to plan and present tours, field days and special programs that meet the concerns of the cranberry grower community.
- Write articles and publications and speak at tours, seminars and educational meetings as requested to share information about the station function and research findings.

Salary Range

Bottom	Middle	Top
\$70,000	\$80,000	\$90,000



Please send a cover letter and resume to:

WCREF Facility Manager
Attn: Tom Lochner, Executive Director
Wisconsin Cranberry Research & Education Foundation
PO Box 1082
3930 8th Street South, Suite 104
Wisconsin Rapids, WI 54494

Or email to tom.lochner@wiscran.org