



Greener Pasture is Hiring for a Contract Project Manager

Greener Pastures is seeking a highly organized, self-motivated Contract Project Manager to support the execution of our visual storytelling projects, communications, and internal operations. This independent contractor role is ideal for someone who thrives in a small, mission-driven environment and can turn big goals into clear next steps, timelines, and completed deliverables.

Position Details

Title: Contract Project Manager

Type: Independent contractor

Compensation: \$25/hour

Hours: Up to 30 hours per week

Estimated gross monthly compensation: Approximately \$3,225/month

Location: Remote, with regular in-person meetings in the Twin Cities metro area

Start date: As soon as possible

Benefits: This contractor role does not include benefits or tax withholdings

Travel: Mileage and approved project-related travel expenses will be reimbursed

About Greener Pastures

Greener Pastures is a Minneapolis-based nonprofit that uses positive visual storytelling to help build a more humane, sustainable, and just food system. Our work includes farm features, documentary-style storytelling, photography, educational and advocacy projects, and storytelling support for farms and community partners. Learn more at togreenerpastures.org.

Core Responsibilities

Project Management: 50%

Help manage Greener Pastures' visual storytelling projects for clients, community partners, and our own farm features. Responsibilities may include:

- Managing client and partner communications, scheduling, and customer service
- Supporting the Executive Director and creative team with problem-solving, planning, and execution
- Providing pre-production support, including scheduling shoots, arranging logistics, monitoring weather, managing gear rental needs, coordinating with contractors, confirming details with partners, and helping prepare interview participants

- Providing post-production support, including keeping projects on timeline, supporting quality control, coordinating delivery and closeout, and assisting with evaluation, grant reporting, and invoicing
- Helping manage storytelling projects, advocacy work, educational programs, fundraising initiatives, or events
- Coordinating logistics and helping delegate tasks to volunteers, working board members, contractors, and team members
- Other related duties as assigned

Communications Support: 25%

Help ensure Greener Pastures communicates clearly and consistently with audiences, donors, partners, and stakeholders. Responsibilities may include:

- Managing publication of the e-newsletter and social media
- Maintaining a content calendar
- Communicating Greener Pastures' work, projects, and impact to external partners and audiences
- Supporting audience growth, reach, and engagement
- Communicating updates to donors and prospective donors
- Overseeing creation of the annual report, including drafting content and coordinating with team members and volunteers
- Updating and maintaining the website, including publishing new projects, updating pages, checking for errors, maintaining consistent branding, and supporting strong pathways to the e-newsletter and donor engagement
- Other related duties as assigned

Operations Support: 25%

Help strengthen Greener Pastures' internal systems and administrative operations. Responsibilities may include:

- Updating and issuing invoices
- Helping prepare progress reports, financial documents, or other materials for the Board of Directors and funders
- Troubleshooting systems and identifying tools that help the organization work more effectively
- Supporting improvements to internal workflows and processes
- Updating internal policies, agreements, and operational documents
- Assisting with billing and subscription management
- Other related duties as assigned

Ideal Candidate

We are looking for a strong implementer and operational partner who can help make things happen internally while the Executive Director focuses on external partnerships, business development, stakeholder relationships, and storytelling.

Strong candidates will have:

- 2-3 years of relevant professional experience in high volume, high follow-up, project-based and team-based roles.
- High energy high, superb customer service skills
- Excellent written and verbal communication skills
- Strong attention to detail, organization, and follow-through
- Ability to manage multiple projects, timelines, people, and priorities
- Comfort working independently, collaboratively, and remotely with a small team
- Strong problem-solving skills and the ability to turn complex projects or ideas into clear next steps
- Ability to coordinate and motivate contractors, volunteers, board members, and team members, including through lateral management or “managing up”
- Comfort sharing thoughtful opinions, suggestions, and recommendations
- Resourcefulness, flexibility, and comfort working in a lean, start-up, nonprofit, or creative environment
- English fluency
- Access to their own technology and ability to work remotely
- Availability to meet in person in the Twin Cities metro area approximately once per week and be on-site as needed for shoots and events

Timeline

We are looking for someone to start as soon as possible. Strong candidates will be interviewed on a rolling basis, with the goal of hiring within approximately two weeks.

To Apply

Please send your resume, and cover letter (including available start date and general workweek availability) to sarah.carroll@togreenerpastures.org.