



# Michigan Food & Farming Systems - MIFFS

*Supporting the Many Faces of Farming*

## **Position Description: Program Manager Michigan Food & Farming Systems**

Founded in 1998, Michigan Food & Farming Systems (MIFFS) is a statewide nonprofit (501 (c)(3) whose purpose is to connect beginning and historically underserved farmers to each other and to resource opportunities, ensuring social justice, environmental stewardship, and profitability. MIFFS has a history of fostering and managing effective collaborations that create and support more sustainable food and agriculture systems for producers and consumers in Michigan. An underlying assumption of our work is that agricultural productivity, environmental stewardship, and profitability work together for the benefit of Michigan's rural and urban communities, and public health across the state.

The Program Manager is a full-time position that reports to MIFFS Director of Field Operations (DFO).

Ideal candidates for this position will have a demonstrated ability to:

- Provide leadership to support and grow organizational infrastructure and operations
- Model MIFFS organizational culture based on MIFFS core values, specifically recognizable through “listening first and working well with teams.”
- Understand and execute complex decision-making processes, clarifying when “the group” makes decisions and when decisions are a leadership responsibility.
- Have a passion for and competency in collaborative partnerships and relationship building with relevant stakeholder groups, including industry, government, educational institutions, NGOs, consumers, and funders.
- Manage weekly deliverables executed by a dedicated support team comprised of diverse professional staff, contractors and volunteers.
- Develop and implement programmatic budgets
- Understand the relationship of local efforts and leverage MIFFS strengths and industry position to influence and create change in the Michigan food system.
- Be an excellent communicator dedicated to active listening, transparency, and accountability.
- Be comfortable with a flexible and dynamic work schedule, including some overnight travel.

### **Specific Responsibilities:**

- ❖ Act as a spokesperson for MIFFS activities and programs
  - Deliver public presentations upon request
  - Assist MIFFS constituents and partners with opportunities and knowledge transfer
  - Support organizational outreach including membership recruitment, fundraising, and program development
- ❖ Facilitate growth of MIFFS Farmer to Farmer Networks
  - Veterans-in-Ag Network
  - Spanish Speaking Farmer Network
  - Women-in-Ag Network
  - Multicultural Farmer Networks

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- ❖ Participate in planning and coordinating events including workshops, Meet the Buyers, MI Family Farms Conference, field days, network meetings and exhibiting at events
- ❖ Manage grant reporting from several funding sources across multiple programs
- ❖ Assist Network Directors and MIFFS DFO in conducting training needs assessments, coordinating outreach and education opportunities for beginning and underserved farmers
- ❖ Collaborate with MIFFS Co-Directors on fundraising efforts, including seeking grants, writing grants, and other campaigns.
- ❖ Assist with strategy for improving program evaluation and metrics
- ❖ Provide technical assistance and support to farmers and MIFFS USDA Field Specialists for applying for Farm Bill Programs
- ❖ Support website, social media and databank expansion in collaboration with MIFFS staff and contractors
- ❖ Perform other duties as required to assure the continued success of MIFFS

**Professional Requirements:**

Candidates will have attained an advanced degree in a relevant academic field or the equivalent real world experience. Successful candidates will have an understanding of food and/or sustainable agriculture systems, innovations and policies and will possess expertise in the following areas:

- ❖ Working in a non-governmental organization
- ❖ Knowledge of USDA Farm Bill Programs; experience administering or applying for USDA programs preferred
- ❖ Familiarity in working with Land Grant Universities, Extension services and local and state government agencies is preferred
- ❖ Experience working with diversified agricultural production systems including rural, urban, conventional and organic farms of all sizes
- ❖ Understanding of farming programs and resources available to diversified farms
- ❖ Experience delivering technical assistance to farmers
- ❖ Experience in public speaking and working with the press
- ❖ Developing and maintaining effective business relationships
- ❖ Experience managing USDA grants and reporting systems preferred or a willingness to learn
- ❖ Ability to speak Spanish is preferred but not required
- ❖ Experience working with graphic design programs such as Adobe InDesign preferred but not required

The Program Manager position must be based in Michigan.

**Compensation, Benefits Package:**

This is a full-time position with a salary in the \$30,000-\$40,000 range commensurate with experience, with generous a generous leave policy and an optional benefits package.

MIFFS believes in supporting a meaningful and sustainable quality of life for its staff. As such, the organization encourages its full-time staff to use the ample vacation time they are provided and to work with other staff and the Council to ensure a flexible and desirable work schedule.

**Please email cover letter and resume to [jen@miffs.org](mailto:jen@miffs.org) by Friday March 2, 2018**