



Tilian Farm Development Center Farm Manager Position Description 2017

Tilian Farm Development Center is an incubator farm located on public property and leased to Michigan Food and Farming Systems (MIFFS). The Tilian Farm Manager (FM) will report to and work with the MIFFS Director of Field Operations (DFO) to build a supportive environment for incubator farmers while managing the farm's infrastructure. The FM will work with our team to build a sustainable farming operation and beginning farmer-mentoring initiative.

Responsibilities

The FM will oversee day to day operations at Tilian, working in collaboration with the DFO and the Resident Farmer. This position is a 20-hour per week engagement reporting to MIFFS DFO. The successful candidate will be supported by and work with the established MIFFS farmer network teams and interested volunteers to build engagement strategies on the farm, coordinate farm infrastructure maintenance, facilitate collaborative farm management responsibilities and record keeping with incubator farmers.

Farm Manager Duties

On-site Farm Management

- Oversee daily operations of a working, cooperative farm, including:
 - Grounds maintenance & facilitate collaborative management responsibilities of incubator farmers.
 - Functionality of equipment & tools and facilitate farmer reporting of equipment use, maintenance needs and manage equipment maintenance log.
 - Ensure that GAAMPS are observed for Right to Farm compliance and MAEAP Verification by all farmers.
- Maintain a regular presence at Tilian (typically 5 days per week during growing season for a minimum of 2 hours per day) and be available to volunteers, visitors, and incubator farmers.
- Facilitate bulk ordering, payment & time bank management.
- Assist MIFFS DFO in providing on-site technical assistance to program participants related to the daily operations of a year-round diversified vegetable farm including: planting, cultivation, soils, pest and disease management, harvest and post-harvest handling, marketing, distribution and business development.
- Scheduling & identifying Tilian tasks for work days
- Facilitating monthly farmer work days & meetings
- Recruiting, training, and managing volunteers



Program Development & Record-keeping

The FM will be responsible for facilitating record keeping with farmers, maintaining detailed records reporting to the DFO regularly. This includes:

- Collecting applications and tracking payments with farmers and MIFFS DFO
- Farmer Contact Info
- Food Safety, GAAMPs, MAEAP and Right to Farm
- Tractor/Implement Use in conjunction with FM
- Mapping Land-Use
- Spreadsheet Management
- Network Contacts

Professional Code of Conduct

All employees shall represent MIFFS in a professional manner. In practice this includes but is not limited to:

- Sharing with the community MIFFS core mission and purpose,
- Working with community partners by listening first,
- Working to co-create solutions, and
- Taking action that represents the purpose and needs of those we serve.

MIFFS' programs and services are based on our mission to connect beginning and historically underserved farmers to each other and resource opportunities; ensuring social justice, environmental stewardship, and profitability. For more information about our programs and impact, please visit www.miffs.org

A qualified candidate will:

- Have interest and commitment to MIFFS' overall mission and purpose
- Be an excellent written and verbal communicator with previous experience in leadership roles
- Work independently & as a member of a collaborative team
- Be familiar with incubator best practices and participate in the Midwest Region NIFTI Network

Preferred

- Have at least 3-4 years farming experience with a minimum of 2 years in a leadership position on a farm with knowledge of organic practices and equipment maintenance
- Have direct and wholesale marketing experience
- Have experience operating a variety of small equipment be able to lift equipment or produce weighing up to 50 lbs.

Compensation will be commensurate with experience.

Contact

To apply send letter of interest including previous experience with farming methods, crops and machinery along with your e-mail to jen@miffs.org.