



Central Illinois FarmFED Co-op Manager

Full-time, Year-Round Salaried/Exempt Position

Salary: \$40,000 (base) with possible increase based on experience

Benefits: This position is eligible for a benefits package. More details upon request.

Location: Mt. Pulaski, IL

Start Date: October 2021

What is the FarmFED Co-op?

Imagine a community that can truly feed itself well, while also strengthening its economy and creating new opportunities for its residents. FarmFED Co-op plans to renovate and expand the former Johnson True Value Hardware Store to include a fresh produce processing line, cold storage, and a commercial kitchen. This facility will allow us to preserve nutritious produce from local farms and bring it to those in our community who need it most, including schoolchildren, the elderly, and people receiving medical care. The co-op will also bring new jobs to the community: a skilled staff will be required to manage the facility, and with new market opportunities, local growers can hire more labor. Plus, the facility will include a licensed commercial kitchen that can be used by local food entrepreneurs to grow their businesses.

The Central Illinois FarmFED Co-op facility will preserve the freshness and nutrition of local food through processing and freezing, allowing growers to bring bulk produce to the facility and make it available in a form suited for larger buyers like schools, hospitals, and retail grocery stores. Right now, Central Illinois producers have no local opportunity to access these kinds of resources without huge on-farm investment.

FarmFed Co-op Mission

Ultimately, our mission is to connect Central Illinois farmers and community members through fresh food and cooperation, resulting in a stronger, healthier Central Illinois food system.

The Work

FarmFED Co-op Manager is responsible for the exciting work of helping build this enterprise from the ground up. They will work with the FarmFED board of directors, local stakeholders, and owner-members in executing the Co-op's mission and vision through management of projects related to:

- Physical build-out of Co-op facilities including cold storage, processing, and commercial kitchen space
- Financial recordkeeping, reporting, and budgeting as required by Co-op funding structures
- Community development and engagement with Co-op services and impact
- Systems creation and implementation for the daily operations of the Co-op including food safety, equipment use and maintenance, services offered, scheduling, communication, procurement, etc.
- Farmer, buyer, and community relations
- Identifying and building a team of collaborators inside and outside of the Co-op structure
- Creative problem solving
- Hiring and overseeing staff

**SUPPORTING FARMERS.
FEEDING COMMUNITIES.**

farmfedcoop@gmail.com
[@farmfedcoop](https://www.instagram.com/farmfedcoop)



The Candidate

The ideal candidate would be a creative and flexible thinker with some knowledge of the food system in Central Illinois and a willingness to learn more. They would also be able to lead and collaborate with a team of local consultants and volunteers and gain an intimate knowledge of the town of Mt. Pulaski and its people, as well as other communities in Central Illinois, which will inform their work. Written and verbal communication skills are required, and working knowledge of Google apps and/or Microsoft Office programs, plus an ability to adapt to new application software, are strongly preferred. Knowledge of agriculture, food safety and processing, building and construction, business planning and enterprise budgeting, and grant-writing are all very helpful, but an ability to defer to and depend on this expertise from team members is equally important. A bachelor's degree or 5 years of relevant experience in food systems is required, and the right candidate must be able to transport product reliably, which may necessitate access to a vehicle and a driver's license.

Organizational Relationship

This position is administratively responsible to the Board of Directors. This is a 100% full-time, salaried position.

Environmental Demands

To perform the functions of this position, the manager will be required to perform work both within an office and outside in the communities that are served and must have the capability to travel from one location to the other in a timely fashion. The manager is responsible for securing personal transportation. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing, and pulling movements. More detailed information regarding the functions of this position (including the physical, mental, and environmental requirements of the position) may be obtained from the Central Illinois FarmFED Co-op Board.

To Apply: Complete this form, which includes fields to submit your resume, cover letter, and references:

<https://forms.gle/6nn6XCuEcAcfcdAVA>

For More Information: <https://www.facebook.com/farmfedcoop> or farmfedcoop[at]gmail.com.

**SUPPORTING FARMERS.
FEEDING COMMUNITIES.**

farmfedcoop@gmail.com
@farmfedcoop