



## **Assistant Director**

### **POSITION DESCRIPTION**

*The Assistant Director of the Michigan Farmers Market Association (MIFMA) will provide leadership to curate a welcoming and inclusive work environment where staff feel comfortable working together, productivity can thrive, and customer service can excel. The Assistant Director will lead planning, facilitation and direction of programs. In doing so, they will support and supervise staff that plan and implement a wide variety of programs, contribute to fund development strategies, monitor financial management for programs and events, oversee program evaluation, and provide guidance for the future of MIFMA programming.*

*The Assistant Director will work collaboratively with the Executive Director to guide effective operation of the organization. This is a full-time, 40-hour per week position with an annual salary of \$65,000 and access to a full benefits package after 60 days of employment that includes health care, a Simple IRA retirement plan, flexible work schedule, and ample PTO. This position requires at least 1 day per week in our office based in East Lansing, Michigan with some travel required.*

**Reports to:** Executive Director

**Supervises:** Food Access Director and two Program Managers

#### **Position Duties and Responsibilities:**

##### **Leadership for Program Implementation**

- Provide leadership for and oversight of program implementation that fulfills MIFMA's mission of advancing farmers markets to create a thriving marketplace for local food and farm products
- Oversee programs including executing or delegating deliverables of contracts and/or grants, developing and documenting program processes, evaluating programs, and guiding program development
- Lead and contribute to the development of formal grant/contract proposals and assume responsibility for grant reporting as appropriate
- Maintain a working knowledge of significant developments and trends in areas of professional development for farmers market managers, farmers and vendors
- Train and supervise program support staff and/or contractors
- Engage in biweekly Food Access and Professional Development team meetings lead by respective managers/directors

- Travel and conduct site visits to farmers markets in support of program implementation, monitoring and evaluation and train program staff in doing the same
- Carry out additional responsibilities as identified in consulting services agreements or other contracts

### **Financial and Organizational Management**

- Contribute to fund development activities including: fundraising, soliciting donors and sponsors, and assisting in drafting and reviewing contracts and grants
- Support the Executive Director in financial planning for programs including developing program/project budgets, overseeing program budgets, and ensuring financial accountability to budgets and allowable grant/contract expenses
- Support program managers and provide oversight as they prepare and submit required financial reports for grants and contracts
- Identify needs for cross-training and coordinating peer-to-peer learning to ensure retention of institutional knowledge and streamlined staff transitions when necessary
- Research and investigate new funding opportunities and provide leadership for drafting and submitting proposals
- Assist the Executive Director in developing fee-for-service proposals and lead execution of proposal deliverables, delegating to staff as deemed necessary

### **Customer Service and External Relations**

- Establish and maintain sound working relationships, partnerships, and cooperative arrangements with other organizations, funders, and members
- Support MIFMA's efforts to advocate at a state and national level for policies that align with our mission and vision
- Represent MIFMA on state and national committees, organizations, and workgroups that align with our mission, delegating to staff as appropriate
- Attend a variety of functions and public events as a representative of MIFMA to convey the mission of the association in a positive manner
- Provide information and support for members and non-members
- Participate in board and committee meetings as necessary

### **Desired Qualifications and Skills:**

- Four years of experience in program, project and/or event management
- Demonstrated knowledge related to food and farming systems and farmers market management and operation
- Familiarity with food assistance benefits and how they can be used at Michigan farmers markets

- Experience hiring, supervising and managing staff
- Experience applying for grants, executing grant deliverables and meeting reporting requirements
- Ability to identify tasks that need to be completed and delegate appropriately
- Strong organizational skills, attention to detail, and self-accountability
- Ability to balance multiple projects simultaneously and to easily shift between working independently and collaboratively
- Effective communication skills, including writing, public speaking, and meeting facilitation
- Dedication to working as a member of, and in partnership with, diverse communities. Ability to interact with farmers, market managers, and market stakeholders from diverse economic, educational, and vocational backgrounds to provide exceptional customer service
- An understanding of, and commitment to, social justice and racial equity in the food system
- Knowledge and use of technology in completing job requirements including: Microsoft Office Suite; web-based search and information systems; social media platforms, such as Facebook; phone and web conferencing systems, including Zoom; project management software, including Basecamp; bookkeeping and financial management software, including PayPal Pro and QuickBooks; and web-based content management systems, including WordPress

#### **Application Process:**

Candidates should submit a complete application, cover letter explaining their desire for this position and why their skill set makes them a good candidate, résumé including education and work experience, and the names and contact information of three references (indicate relationship). Materials should be uploaded as PDF files and submitted with an online employment application available at <https://mifma.org/jobs>. Incomplete applications or those not following this process will not be reviewed. Applications and supporting materials will be reviewed on a rolling basis and the position will remain open until an offer of employment has been accepted. Candidates can expect a response to their application within 14 business days.

*MIFMA advances farmers markets to create a thriving marketplace for local food and farm products. It is the policy of the Michigan Farmers Market Association to practice nondiscrimination based on age, ancestry, color, disability or handicap, national origin, race, religious creed, sexual orientation, gender identity or veteran status.*

*MIFMA does not approve, nor will it condone, any action or behavior that would result in harassment or discrimination in any of these areas.*



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mifma.org