



480 Wilson Road, Room 172, East Lansing, MI 48824

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## *Executive Director*

### *Position Description*

Supervisor: Board of Directors

Supervises: Program Director, Communications Manager and Office Administrator

The Board shall, at its discretion, employ an Executive Director to manage the business affairs of the Corporation. The Executive Director shall be an officer of the Corporation, and an ex-officio, non-voting member of the Board. The Executive Director shall report to the Board of Directors. The Executive Director shall be the chief executive officer of the Corporation and shall have general and active management of the activities of the Corporation. The Executive Director shall see that all orders and resolutions of the Board of Directors are carried into effect. The Executive Director shall execute all authorized conveyances, contracts or other obligations in the name of the Corporation except where required by law to be otherwise signed and except where the signing is expressly delegated by the Directors to some other person. The Executive Director shall attend all meetings of the Board and attend committee meetings as necessary.

This full-time position is based in the Michigan Farmers Market Association's office located in East Lansing, MI.

#### Position Duties and Responsibilities:

##### **Partnership with the Board of Directors**

- Provide overall leadership to MIFMA by assuring that the association has a long-term strategy for achieving its mission, and toward which it makes consistent and timely progress
- Support the Board of Directors in developing program, organizational and financial plans by participating in all Board of Directors meetings
- Support the Board of Directors in fundraising and soliciting financial support from diverse sources
- Maintain a working knowledge of significant developments and trends in the field

##### **Partnership with MIFMA Committees**

- Work with Treasurer and Finance Committee to provide financial management and oversee relationship with outsourced accounting firm
- Work with task forces and ad hoc committees as deemed needed by the Board
- Participate in Advocacy Committee meetings as needed

##### **Management and Administration**

- Recruit, interview, hire, supervise, train and manage MIFMA personnel – paid staff, contractors and volunteers – and maintain a climate that attracts, keeps, and motivates a diverse and high-quality staff. Some of these duties will be delegated as deemed necessary to existing staff.
- Ensure that position descriptions are developed and regular performance evaluations are held for personnel
- Investigate, develop, submit, manage and be accountable for all grants. Some of these duties will be delegated as deemed necessary to existing staff.
- Responsible for all legal and liability issues including development and approval of contracts and agreements and ensuring MIFMA, the Board of Directors and our staff are properly insured
- Establish and monitor policies and procedures for the efficient operation of the association

- Manage programs, grants, and fee for service work. Some of these duties will be delegated as deemed necessary to existing staff.
- Plan, organize, direct, coordinate and evaluate day-to-day activities of the association. Some of these duties will be delegated as deemed necessary to existing staff.

### **Communications and External Relations**

- Serve as the official leader, representative and spokesperson
- Represent MIFMA's policy position and advocate for Michigan's farmers markets at the local, state and national levels
- Provide teaching and instruction for MIFMA programs including the Market Manager Certificate Program and Michigan Farmers Markets Conference
- Attend a variety of functions and public events as a representative of MIFMA to convey the mission of the association in a positive manner
- Establish sound working relationships, partnerships and cooperative arrangements with other organizations, funders and members
- Provide information and support for members and non-members
- Travel and conduct site visits to farmers markets and other key partners
- Participate in membership recruitment

### Desired Qualifications:

- Master's or doctoral degree is preferred. Minimum qualification is a Bachelor's degree in related field; or equivalent knowledge related to food and farming systems and farmers market management and operation.
- Five years of experience in organizational or program management
- Three years of experience in nonprofit management including working with a volunteer Board of Directors
- Three years of experience in a supervisory position including management experience of people at a variety of skill levels and experience in coordinating and leading teams
- Fundraising experience with a track record in developing and sustaining individual, corporate, government, and foundation support
- Ability to interact with farmers, market managers and political leaders from diverse economic, educational and vocational backgrounds
- Ability to manage multiple projects simultaneously and when needed delegate tasks to staff or Board members
- Passion for MIFMA's mission and work. Dedication to working as a member of and in partnership with diverse communities.

### Desired Skills:

- Strong organizational skills
- Strong interpersonal skills
- Effective communication skills, including public speaking, writing, and meeting facilitation
- Proficiency in Microsoft Office suite, web-based search and information systems, social media including Facebook and Twitter, phone/web conferencing systems including Zoom, project management software including Basecamp, and web-based content management systems including WordPress
- Ability to work independently and collaboratively

Salary and Benefits: Starting salary is between \$50,000 to \$60,000 annually, commensurate with experience and qualifications. This position is eligible for benefits which include retirement plan, paid time off, and health insurance.

How to Apply: Complete application online at [www.mifma.org](http://www.mifma.org). Required attachments will include a cover letter, resume or CV and three professional references. Deadline to apply is January 2, 2018. Additional attachments including writing samples may be requested during the interview process.

***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.***