



Michigan Food & Farming Systems - MIFFS

Supporting the Many Faces of Farming

Position Description: Financial Manager

Michigan Food & Farming Systems

Founded in 1998, Michigan Food & Farming Systems (MIFFS) is a statewide membership based organization (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 works to improve Michigan's triple bottom line: our economy, our environment & the social wellbeing of our communities through Sustainable Agriculture Initiatives. 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 reinforce each other for the benefit of Michigan's rural and urban communities, and the state's overall public health.

MIFFS principal priority is to help diversified, smaller-scale farms operate profitably, produce healthy food for all people and protect the environment for future generations. MIFFS has become a recognized leader and resource to establish and develop more sustainable food and farming for Michigan, nurturing successful partnerships that result in healthy people and communities. It has done this by addressing the issues farmers face, attracting resources, and developing partnerships among individuals and organizations. MIFFS uses a holistic or systems approach, enabling it to network effectively across the spectrum of farms, food, farm organizations, public health professionals, policy makers, educators, and communities.

The MIFFS Financial Manager works in a dynamic workplace with a talented and highly motivated staff and a Governing Council that tend to “go the extra mile” in helping to bring about an agriculture and food system that provides a sustainable quality of life in Michigan. The successful applicant will work closely with MIFFS Executive Director, Assistant Director and the entire team to sustainably grow the organization, its networks, and partnerships ensuring the expansion of services to the growing and diverse beginning farmer population in Michigan.

Position Summary

The Financial Manager is a 20-hour per week position. This position will be responsible for managing both the revenue and cost elements of MIFFS as well as co-managing with the MIFFS team, the implementation of all programmatic deliverables.

Duties

- Financial management:
 - Manage a multi-faceted financial picture, which includes grants, donations, sponsorships, membership dues, and equity funds.
 - Establish a continuous quality improvement process for MIFFS financial procedures.
 - Drive monthly reporting of financial status as well as financial projections.
 - Advise the Executive and Assistant Director on both risks and opportunities within that financial picture.
 - Oversee financial grant reporting.
 - Oversee filing of tax forms and annual financial review with an independent auditor.
 - Support the development of grant budgets for grant applications.

Position Description: Financial Manager

Michigan Food & Farming Systems

- Co-leading the daily financial operations of MIFFS
 - Work with the Assistant Director to monitor all grant deliverables, strategic plan deliverables, and related finances.
 - Develop processes for scaling up our financial planning capacity
 - Work with Office Operations to support payroll as well as the flow of income and expenditures for all organization activities.
 - Lead the annual financial review and tax preparation with an outside CPA firm
- Organizational leadership
 - Model MIFFS organizational culture, based on MIFFS core values, specifically recognizable through “listening first and working well with teams.”
 - Understand and execute a value based, collaborate decision-making process.
 - Demonstrate the ability to have a point of view without alienating differing opinions.
 - Be an excellent communicator dedicated to active listening, transparency, and accountability for and within the organization.
 - Demonstrate a commitment to social justice and equity.

Specific Responsibilities

- Grant Financial Management
 - Maintain management of grant finances (and corresponding deliverables) ~ ensuring deliverables are completed and reported on time.
 - Develop required grant financial reports ~ establish procedures and templates for specific grant reporting processes
 - Support grants applications.
- Within QuickBooks
 - Develop clear financial reporting templates including but not limited to:
 - Annual organizational budgets
 - Budget vs. actual for all funding streams
 - Staff utilization and capacity
 - Funding needs
 - Update Quick Book records
 - Oversee bi-monthly payroll, expenditures and income
 - Continue to review and upgrade all financial procedures
- Report to the MIFFS Council six times per year & attend Executive Council meetings when necessary ~ produce and present statements including balance sheets, profit/loss statements, and accumulative general ledger using Quick Books.
- Report to the Executive Director and implement policies developed by the MIFFS Council.
- Help build an enhanced financial capacity for current and future programming.
- Perform other duties as required to assure the continued success of MIFFS

Professional Requirements:

Candidates will have financially related education (accounting, business administration, etc.) and/or 5-10 years of experience with financial management and supervision.

Position Description: Financial Manager Michigan Food & Farming Systems

Expertise in the following areas:

- Working in a non-governmental organization
- QuickBooks acumen
- Adapting to online reporting processes (preferably those related to state and federal dollars)
- Performing management functions
- Developing and maintaining effective business relationships

Preferred requirements:

- An understanding of food and/or sustainable agriculture systems, innovations and policies
- Work with culturally diverse populations

The Financial Manager must be based in Michigan. The current office space is in Okemos, MI.

Compensation, Benefits Package:

This position will begin as a 20 hr./week position, with the possibility of growing into a full time position. Compensation will be commensurate with experience, and will include vacation and holiday time.

**To apply, email your résumé and cover letter to
Sheila Patrick, Office Operations: Sheila@miffs.org**

Applications are open until the position is filled. The preferred start date is October 1, 2016.