

Program Administrator: Michigan Good Food Fund

The Michigan Good Food Fund (MGFF) is a public-private partnership loan fund created to finance healthy food production, distribution, processing, and retail projects that benefit underserved communities throughout Michigan. MGFF's initial launch is planned for later March, 2015.

MGFF provides flexible, patient capital and grants to good food enterprises working to increase access to healthy, locally grown food for Michigan residents. It also offers business assistance to help entrepreneurs assess and grow their ventures and prepare for financing.

Investing in such projects increases access to healthy food, improves the health of low-income children and families, sparks economic development and job creation, and transforms local communities.

The MGFF, through a partnership between the MSU Center for Regional Food Systems (CRFS) and the Fair Food Network (FFN) and support from the W.K. Kellogg Foundation, seeks an experienced professional to provide part-time administrative and program support for the MGFF. This is a new, but rapidly growing program aimed at supporting good food businesses across the state of Michigan with flexible capital and business development assistance. Responsibilities and qualifications for this position can be found below:

Responsibilities

- Serve as first point of contact for potential borrowers and others seeking information about the MGFF
- Assist with preparation of loan and grant documents and correspondence
- Organize and maintain data electronically
- Respond to web inquiries and other requests in a timely and efficient manner
- Refer inquiries to appropriate person/partner organization
- Assist with the preparation of proposals and reports for funders
- Provide administrative support including meeting notes, email and telephone communications
- Assist with meeting and event planning related to MGFF
- Serve as a point person for MGFF Steering Committee and Taskforce

Qualifications

- Interested in, knowledgeable of, and committed to business development and food justice
- Strong administrative, organizational, and analytical skills
- Experience working with a lender or business development entity- bank, technical assistance provider, or community development loan fund preferred
- Excellent writing, editing, proofreading and communication skills
- Strong computer/technology skills, including demonstrated proficiency with MS Word, Powerpoint, Excel, and social media
- Attention to detail and demonstrated ability to multi-task in a fast-paced environment
- Ability to work independently
- High tolerance for ambiguity
- Flexible, with the ability to travel statewide, with recurring meetings in East Lansing and Ann Arbor
- Must have own vehicle for travel and cell phone
- Bachelor's degree preferred
- Ability to represent the MGFF partners with variety of stakeholders in a credible and influential way that reflects the values of the program
- Understanding of and commitment to equal opportunity/affirmative action and diversity/pluralism

How to Apply

Please send a cover letter explaining your qualifications and interest in the position and updated resume by Friday, February 27, 2015, to:

Karen Sturdivant, Managing Associate Director
MSU Center for Regional Food Systems
sturdi10@msu.edu

We value the knowledge, skills and abilities that a diverse team brings to the Michigan Good Food Fund. In your cover letter please explain how your background will prepare you to be successful in this role.

If you have questions about the position or the Michigan Good Food Fund, please e-mail:

Rich Pirog, Senior Associate Director
MSU Center for Regional Food Systems
rspirog@msu.edu
No telephone calls, please

Applications will be reviewed by the Center for Regional Food Systems and Fair Food Network until the position is filled.

This is a part-time contractual hourly position, 15-29 hours/week starting in early March and ending December 31, 2015.

Potential for renewal in 2016 possible depending on need and additional funding. Hourly compensation for this position is commensurate with experience and scope of work.



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