



Applications due by November 28, 2014, or every other Friday until position is filled.

**Title**

Executive Director

**Reports to**

Board of Directors

**Summary:**

Fair Food Matters has adopted a policy governance model, which focuses the organization's efforts on its Ends Statement:

*Because of Fair Food Matters, a system exists in the Kalamazoo area in which all people have equitable access to the healthy and sustainable food of their choice.*

We currently operate the following programs in order to work towards our Ends:

- **Can Do Kitchen** - A commercial kitchen and food business incubator providing a low-risk environment in which entrepreneurs can test product ideas and commitment to business ownership. The kitchen is also available for rent by cooking class instructors.
- **Douglass Farmer's Market** - The newest farmers' market in Kalamazoo and part of our work to address systemic disparities in healthy food access.
- **Growing Matters Garden** - Students at Woodward Elementary learn how to grow and prepare healthy snacks through full-class instruction in the Roots of Knowledge Garden.

We also participate in the following collaborative projects:

- **Good Food Kalamazoo** – Working to empower and engage our community to provide itself with food that is healthy, green, fair, and affordable.
- **Common Ground** - Supporting community gardens in Kalamazoo County, by providing resources and training, with an emphasis on increasing healthy food access.

The executive director oversees the operational side of the organization and works to ensure it moves towards our Ends. The general role of the executive director is:

- To provide leadership in a manner consistent with Ends statement
- To be committed to the transformation of the organization as envisioned by staff and community stakeholders
- To enable the Board to fulfill its governance function
- To enable the organization and its staff to update and follow its strategic plan
- To serve as a liaison between board and staff members

This is a year-round, full-time position. Occasional evening and weekend work is required. Employee will attend a 2.5-day workshop facilitated by Eliminating Racism and Claiming/Celebrating Equality within six months of hire date.

## **Duties and responsibilities**

1. **Strategic Management** – Monitors the quality and impact of programming to ensure that they meet the strategic goals of the organization; in conjunction with the Board, develops and implements a strategic plan; ensures programs and projects meet community needs while acting within the capacity of the organization.
2. **Financial Management** – Manages the organization's resources and assets to ensure a balanced budget and sound fiscal management; provides periodic reports to the Board as requested, works with program managers to prepare the annual budget for Board approval.
3. **Fundraising** – Identifies and manages fundraising and grant opportunities consistent with the strategic goals and objectives of the organization; creates annual fund development plan that identifies resource requirements, funding sources and fundraising strategies; manages fundraising records and documentation; secures sufficient funding to meet goals and objectives of organization.
4. **Human Resource Management** – Functions as a positive role model for permanent and volunteer staff; encourages staff development; delegates effectively; develops policies and procedures that conform to current laws and regulations; formal evaluation of staff conducted in a timely manner consistent with policies and procedures.
5. **Community & Public Relations** – Functions as the primary spokesperson for the organization; assures the organization's leadership and its mission, programs, products, and services are consistently presented in a professional and positive manner; creates and utilizes annual marketing plan; identifies, encourages and maintains stakeholder relationships.
6. **Board Linkage** – Submits monthly organizational progress report to board; makes sound recommendations for Board participation and action; supports and accepts Board evaluation and feedback.

## **Experience and Skills**

Required:

- Non-profit administration
- Public speaking
- Marketing and outreach
- Large scale fundraising (including capital campaigns)
- Financial management
- Staff and volunteer supervision
- Project management and oversight
- Relationship building
- Basic computer skills, including: email, word processing, spreadsheets, presentations and Quickbooks
- Prior experience working within food systems

## **Personal qualities**

Approachable, authentic with a strong commitment to food as a social justice issue

Committed to learning about racial identity development and implementing antiracist practices

## **Compensation**

Salary commensurate with experience, annual wellness stipend (contingent on available funds)

Fair Food Matters is a 501(c)(3) non-profit corporation whose mission is to improve access to healthy, local foods by educating, connecting and empowering the Kalamazoo community. More information is available online at [www.fairfoodmatters.org](http://www.fairfoodmatters.org).

Fair Food Matters is an equal opportunity employer.

**To Apply:** Please submit cover letter, resume, completed application form, and 3-5 professional references by November 28, 2014, or every other Friday until position is filled, to:

Fair Food Matters  
323 N Burdick St  
Kalamazoo MI 49007

Questions and application materials can also be submitted to:  
[hr@fairfoodmatters.org](mailto:hr@fairfoodmatters.org).