

**Access of West Michigan
Good Food Systems Manager
Job Description**

Who We Are

Celebrating the activity of God in our midst, the mission of Access is to strengthen and develop wholistic solutions to poverty by cultivating equitable systems through education and collaboration. Access has framed our approach to poverty by focusing on prevention through systems change. Our three initiatives include Good Food Systems, Congregation Connections, and Poverty Education. The **Good Food Systems** initiative focuses on growing a local food system that is fair, green, healthy, and affordable for all. **Congregation Connections** connects the faith-based community to issues of justice and stewardship within benevolence outreach. **Our Poverty Education** initiative exists to overcome misconceptions about poverty and motivate people to become involved in activities that promote justice in our communities while providing economic opportunity for our workshop staffers.

The Position

The Good Food Systems Manager role is a thrilling opportunity for an experienced food system change maker with a desire to be a part of a close-knit, high-impact team. The GFS Manager is responsible for the overall direction and success of Access' Good Food Systems initiatives as well as providing direct support to the Good Food program staff. The GFS Manager holds the vision of a thriving local food system for all, while carrying out details related to operational, financial, educational, and relational strategy for the program. The GFS Manager is passionate about food as a catalyst for community thriving and is centered on the goal of ensuring all people have long-term access to healthy and affordable food. The GFS Manager combines dynamic vision with a can-do attitude to ensure every area of Good Food programming is carried out with a strong value-orientation and transparency. As a community leader, the GFS Manager is an ambassador for the mission of Access and champions Access' approach to addressing poverty through systems change. The GFS Manager must have a strong ability to set strategic goals and create benchmarks for getting there. With a Shared Leadership organizational structure, we do not micromanage staff but have high expectations for their ability to be creative, achieve goals, and be a team player while contributing to our close-knit culture.

Responsibilities

General

- Develop and maintain the Action Plan for Good Food Systems initiatives
- Facilitate Good Food team meetings and provide all project management for team workflow
- Support Program Managers in program work related to Refresh Now, Fresh Markets, and other GFS initiatives as needed
- Ensure Good Food Systems work is represented well to Access staff and board
- Act as liaison between program staff and Co-Executive Directors

- Ensure interconnectedness and oversight for all Good Food Systems initiatives
- Ensure strong communication and comradery is maintained between all members of the Good Food Systems team
- Develop and maintain an annual Good Food Systems budget as well as meeting regularly with the Finance and Business Manager for budget check-ins
- Support data efforts – connecting vision with outcomes and aligned Key Performance Indicators for report out to Access staff, board, funders, and general reporting
- Lead and document grant writing efforts for Good Food Systems
- Ensure the Good Food Systems team and the fundraising team understand their roles to ensure all grant requirements are completed, data is collected and analyzed, and high-quality outcomes are achieved
- Participate in anti-racism, West Michigan Organizing, and other internal staff teams as needed

Relationship Management

- Advance Access' leadership in the Michigan Good Food movement by serving as a strategic community resource where such leadership and thought partnership is invited
- Manage relationships with all active community collaboratives and partnerships and assist Good Food staff in determining which staff is the appropriate representative
- Determine how Good Food staff time is best spent in the community
- Actively pursue new partnership opportunities
- Build and carry strong community relationships based on trust and mutual appreciation with partners, collaboratives, funders, participants, and other entities

Workshops/Presentations/Community Education

- Serve as a clearinghouse to determine which workshops, presentations and conferences are a good fit for the Good Food Systems team to participate in. Lead workshops and presentations as needed
- Work with the Good Food System team to determine who will facilitate or present at various community meetings, conferences, gatherings and events
- Update content for presentations and create presentation materials, including PowerPoints and handouts, for conferences, trainings, meetings, etc.
- Connect with local experts in areas of content to arrange collaborative trainings
- Provide leadership in areas of curriculum development with program staff related to workplans for collaboratives and partner curriculums, specifically curating Good Food values, Culture of Health Framework, Food Systems 101, nutritional approach, and health literacy

Communications/Marketing:

- Coordinate with Communications Manager to determine which communications to share at monthly check-ins (phone/in person) and follow up by sending emails, newsletter, etc. as appropriate
- Work with Communications Manager to ideate materials needed for partners including reports and infographics

- Ensure all Good Food materials and webpage are up to date and there is a portfolio of materials for different audiences

Requirements

- 3 to 5 years of experience in food systems work
- Bachelor's degree in related field (or equivalent related experience)
- Commitment to our values as a faith-based organization with a shared leadership structure
- High level of visionary ability
- A people-oriented, relational mindset with ability to build strong relationships and collaboratives centered on trust
- A reputation of humility, teachability, humor, and collaborative spirit
- Excellent verbal and written communication
- Experience facilitating large and small group presentations
- Ability to work both independently and as part of a shared leadership team
- Knowledge of the systems of poverty and willingness to work on root causes of systemic and institutional poverty
- Excellent organizational skills with attention to detail and accuracy
- Excellent verbal and written communication skills and ability to find joy in creating and maintaining community partnerships
- Commitment to the goals of building an anti-racist culture and an understanding of the principles of diversity, equity, and inclusion
- Ability to work a flexible schedule that includes occasional nights and weekends
- Willingness to engage in healthy conflict
- Working knowledge of Microsoft Office Programs: Excel, PowerPoint, and Word

Salary range: \$38,000 - \$40,000

The goal for this role is to move from an introductory period of Manager level responsibility to increased role (covering all that is entailed within this description) within a period of 4-6 months based on performance and fit. Pay increase will be commensurate with this shift. Current job description reflects full breadth of work, but introductory period will include a limited amount reflective of Manager level responsibility.

As a small non-profit, Access offers a competitive benefits package to full time employees of health insurance, generous paid time off and holidays (including time off between Christmas and New Years and your birthday off), retirement benefits, and flexible scheduling.

This role is currently hybrid remote work and office work with high level of flexibility and possibility to remain hybrid based on the right candidate's preferences.

Think you're a phenomenal fit for us? Submit cover letter, resume and three professional references, to jobs@accessofwestmichigan.org by October 13, 2021. Include a video introduction of yourself in lieu of a cover letter, if desired.