



Acorn Farmers' Market & Café- Winter/Spring

Organizational Development Manager

Applications Accepted through: 2/28/2020. Submit resume, cover letter and two references to acornfarmersmarket@gmail.com.

POSITION IDENTIFICATION

The Organizational Development Manager requires a part time commitment. This is a paid temporary, contract position through May/June. Hours will be expected to be about 20 hours/week.

POSITION SUMMARY

The Organizational Development Manager will assist with development of a new non-profit local food store in Manchester, MI. Development of main operational systems including (but not limited to), human resources, producer communications, donations, waste, recycling and composting, food assistance program set up, and assisting with store layout. Drafts of these systems were provided by another local food store (Argus Farm Stop in Ann Arbor) and can be amended to fit the needs of Acorn Farmers' Market & Café. The Organization Development Manager will also draft a marketing and fund development plan that the Board of Directors and future staff will be able to execute in 2020/2021.

RELATIONSHIPS

Reports to: Acorn Farmers' Market & Café Board of Directors.

RESPONSIBILITIES AND DUTIES

- Planning & Systems Development
 - Development of human resources systems including: hiring processes, training, benefit package;
 - Development of producer communication systems including: vendor application, vendor rules & regulations, producer & vendor check-in, payment process;
 - Development of donation, waste, recycling and composting systems;
 - Development of year-long marketing plan;
 - Development of year-long fund development plan;
 - Completes paperwork required for SNAP program;
 - Assists Board with store layout;
 - Assists with developing list of store needs and developing ordering process.
 - Assists with development of standard operating procedures

- Attends monthly board meetings

WORKING CONDITIONS

Work can be primarily completed remotely. Acorn Farmers' Market & Café is open and available as a work space. Board meetings are held at Acorn (327 W. Main St, Manchester).

REQUIRED KNOWLEDGE AND EXPERIENCE

EDUCATION: Bachelor's degree preferred in business or nonprofit management.

EXPERIENCE:

- Proven experience in organizational development
- Grant writing
- Project management

ABILITIES:

- Self-starter and results oriented;
- Exceptional organization and planning skills;
- Excellent oral, telephone and written communication skills;
- Excellent social and interpersonal skills, a team player;
- Ability to multi-task and manage multiple priorities;
- Computer literacy including Microsoft Office and web applications.

COMPENSATION

The Organizational Development Manager is a part-time, temporary contract position. Compensation will be commensurate with experience.

*Acorn Farmers' Market & Café will also be hiring a **Consignment Operations Manager** to assist with running the Winter/Spring Farmer's Market 20 hours per week. Any candidate interested in this additional position should review the eligibility requirements and specify their interest in the cover letter.*

ABOUT ACORN FARMERS' MARKET & CAFÉ

Acorn Farmers' Market and Café is a nonprofit organization founded in Spring of 2019 when Manchester's only grocery store shut its doors. Acorn is run by a professional 5- member volunteer Board of Directors.

Acorn Farmers' Market and Café will be a neighborhood store selling locally-sourced meat, dairy, and produce, baked goods, freshly prepared ready-to-eat foods, and healthy beverages. All priced by the producers directly for Manchester customers. The store will also feature recipes and meal ideas using seasonal products, offer classes, workshops and celebratory events to connect each and every one of us to something new and tasty. With the help of the Community Resource Center, Acorn will regularly distribute a percentage of the farm products delivered to the store to community members in need.

To apply, please send resumé, cover letter and three professional references to: Megan DeLeeuw, Board Chairwoman at acornfarmersmarket@gmail.com, 734.718.5506.