

Mission West Community Development Partners
JOB DESCRIPTION

Job Title: Program Manager, Mission Mountain Food Enterprise Center
Reports To: Center Director
Department: Mission Mountain Food and Agriculture Development Center
FLSA Status: Exempt/Full Time
Funding Condition: All program-related positions at Mission West Community Development Partners are to be considered as year-to-year depending upon available funding for programs and satisfactory job performance.

SUMMARY: Primarily responsible for helping build the economy in Lake County and Western Montana by developing and managing programs related to the development of food and agriculturally-related value-added businesses; and for overseeing the implementation of the organization's responsibilities under the Montana Food and Agriculture Development Center Program.

PRIMARY RESPONSIBILITIES (90%): Implement Goals and Objectives of the Mission Mountain Food, and Agriculture Development Center (.9 FTE)

1. Promote Mission West FADC center in the MW region of western Montana by developing and marketing the MDOA Food and Agriculture Development Center program and the Mission Mountain Food Enterprise Center through program promotion, materials and information to regional partners, local and regional producers and food entrepreneurs.
2. Provide technical assistance with food and agricultural clients in business structuring; financial management, assessing business strategies and capital formation.
3. Provide leadership and actively participate as a network center in the MDOA Food and Agriculture Development Center Program.
4. Work closely with MMFEC staff in food processing client intake procedure. Evaluate the capacity of client readiness for facility use and meeting facility policies, procedures and mandates for use. Utilize MW client database for all new client data entry. Promote and develop program activities related the Mission Mountain Food Enterprise Center and its processing infrastructure.
5. Develop and manage related program grants, including establishing work schedules, overseeing internal and external contractors and team members assigned to fulfill program objectives; determining and meeting reporting requirements; overseeing activity-related budgetary items and otherwise assuring criteria as set by the funding agencies are met through the accomplishment of related goals and objectives; and working with evaluators to track outcomes as may be required. Programs and projects are completed according to an established timeline or adjustments to such schedules are justified and approved in advance
6. Provide leadership to explore the potential of new projects/programs and markets for food, agricultural and cooperatives clients.
7. Keep accurate and up-to-date client records and files; assure activities related to clients are recorded and updated through MW client database. Follows-up with client-businesses to evaluate progress, financial needs, jobs created, management issues and identify other indicators of success or trouble.
8. Present to, or lead workshops and/or seminars for, related parties of interest, including, but not limited to, other economic development agencies; groups representing sustainable communities, agriculture and/or cooperative development and others as may be determined to be beneficial to the organization and its programs.

SECONDARY RESPONSIBILITIES (10%):

1. Represents MWCDP, MMFEC Projects and Food and Ag Center Program at state, regional and/or national levels as appropriate.

2. Continue to develop professionally in the areas of technical business, business financing and program evaluation.

Supervisory Responsibilities: None

SCHEDULE , WORKPLACE, AND BENEFITS:

- Full time position in LCCDC's office in downtown Ronan, MT in the beautiful Mission Valley. We are located close to Flathead Lake and the Mission Mountains, and about an hour and half from Glacier National Park, Kalispell, and Missoula.
- Normal office hours are Monday through Friday between 8:30-5pm, but occasional evening and weekend work is required to attend board meetings, community events, and conferences. Currently these meetings are mostly being held virtually, but eventually some out of town travel will be required.
- We encourage employees to maintain a healthy work-life balance, and this position will have a flexible schedule and an option to work from home part time following the initial training phase.
- 100% employer-paid health insurance with optional additions for family, dental and vision (employee paid) effective on the first day of the month following date of hire
- 3% Employer match on a Simple IRA Retirement Plan
- Life insurance
- 10 Holidays and 5 Sick Days annually
- Accumulation of 80 hours annually of PTO after Probationary Period

Qualifications: College graduate with five years' experience in food and agriculture business development or equivalent experience, knowledgeable in agricultural issues, value-added agriculture. Job requires an understanding of entrepreneurship and the basic elements of community development. Good verbal and written communication skills a must as job requires interaction with producers, boards of directors, public officials, community and business leaders as well as the ability to structure projects and write and assemble business plans and grant applications.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Normal office hours are Monday through Friday between 8:30 AM and 5:00 PM. Occasional evening or weekend work is required. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to travel by car and, upon occasion, by plane. The employee is regularly required to climb stairs, stand for periods of times in training or group lecture situations and walk on uneven ground at agriculture sites. The individual must occasionally lift and/or move up to 30 pounds. Specific vision abilities include close vision, distance vision and ability to adjust focus.

Salary Range for Position: **\$36,000 - \$46,000**

Effective Date: May 24, 2021

To apply, please send a cover letter and resume to the Mission Mountain Food Enterprise Center Director, Jan Tusick (jan.tusick@missionwestcdp.org). Applications will be accepted through June 30, 2021. Early applications are encouraged and applications will be considered as they are received. For questions, call 406-676-5910.