

**Midland County Food Assistance Network**  
**(formerly Midland County Emergency Food Pantry Network)**  
**Job Posting**

**Job Title:** Managing Director

**Job Location:** 503 S. Saginaw, Midland, Michigan

**Job Schedule:** In person, Monday to Friday, 40 hours per week

**Job Status:** Full Time Exempt Employee

**Job Posted:** August 14, 2023

**About Us:** The Midland County Food Assistance Network (formerly Midland County Emergency Food Pantry Network) is a non-profit, tax-exempt, charitable organization established in Midland, Michigan in 1983 as a cooperative effort of area churches and other organizations to provide food and supplies to people in Midland County who have emergency and other food assistance needs. The Network provides coordination among eight pantries, supporting churches, community groups, and social agencies in the distribution of food and supplies by:

- Hiring and managing a coordinator to interview referred persons, contact the pantries, keep records, and maintain contact with churches and social agencies.
- Providing hunger relief and food assistance information and policy guidelines to participating churches, community groups, volunteers, and donors.
- Acting as an agent to receive and distribute among member pantries donations, gifts, or grants from churches, community groups, and individuals.
- Cooperating and coordinating with other agencies to improve the welfare of the Midland County community.
- Funding and administering various programs including the Backpack Buddies Program, Senior Delivery Service, Medical Nutrition Program, and the Student Assistance Program.

For more information, please view our website at [www.midlandcountyeftp.org](http://www.midlandcountyeftp.org).

**About the Role:** The Managing Director serves as the chief administrator of the Network reporting to the Executive Committee of the Board of Directors. The Managing Director has hands-on responsibility for:

- Office Administration
- Financial and Records Management
- Staff Oversight
- Community Building and External Relations

**Responsibilities:**

- Manage, recruit, and retain staff (including the Program Manager and Coordinator)
- Manage the office of the Network including the building and Network assets, technology systems, and information databases
- Ensure compliance with Federal, State and agency rules and regulations
- Assist with the maintenance of appropriate financial controls
- Assist with the planning and management of the annual budget
- Assist with the maintenance of the Network bank accounts, payroll and invoices/accounts payable
- Prepare and publish the annual report

- Assist with preparation of the Form 990, annual financial statements and monthly financial reports
- Handle fundraising campaigns, grant applications and related activities
- Handle marketing communications, including newsletters, website and social media
- Coordinate the annual signature event, Canstruction Midland, with Midland Public Schools
- Coordinate and maintain monthly and annual operations reports
- Represent the Network at community hunger relief and food insecurity events and organizations
- Engage with community groups and social agencies to provide food assistance
- Assist with implementation of the strategic plan
- Ensure compliance with records retention guidelines
- Maintain the board records including agendas and meeting minutes
- Such other tasks as may be assigned by the Executive Committee of the Board of Directors

**Candidate Requirements:**

- A minimum of a High School Diploma or GED equivalent with preference given to post-secondary education.
- Three years' experience in an office management role with preference given to experience in the nonprofit sector.
- Strong interpersonal and organizational skills.
- Excellent written and verbal communication skills; detailed oriented.
- Highly motivated with a passion for serving the community to ensure the Network's vision of *"always food in every home"* and demonstrated leadership skills to inspire and lead through influence.
- Must be willing and physically able to bend, reach and lift frequently.
- Experience with QuickBooks and Microsoft applications such as Outlook, Word, Excel, PowerPoint and have the ability to learn new systems.
- Must have a current, valid State of Michigan Driver License.
- A minimum requirement for this U.S. based position is the ability to work legally in the U.S. No visa sponsorship/support is available for this position, including for any type of U.S. permanent residency (green card) process.

**Salary:** Expected to be \$50,000 to \$65,000 a year, commensurate with knowledge, skills and abilities, and experience.

**Hiring Contact:** Interested candidates should submit a resume and cover letter describing how your knowledge, skills and abilities, and experience meet the qualifications of the position, to [mcfansecretary@gmail.com](mailto:mcfansecretary@gmail.com) or consideration by the search committee. All applications must be received by 5:00 PM EDT on Friday, August 25, 2023.

**Notice:** The Network does not and shall not discriminate on the basis of ethnicity, race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, nor retaliate for prior civil rights activity in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers and clients.