



Farm & Food Business Finance Specialist

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Applications will be reviewed on a rolling basis; position open until filled.

Our Culture

At the Franklin County Community Development Corporation (FCCDC), we recognize that we have been operating within the White Dominant Culture and we are working to disrupt it internally through education, shared and personal work on our own development, and an openness to discussion. Our employees are people with different strengths, experiences, and backgrounds, who share a passion for strengthening the regional economy for all people and increasing its sustainability.

For the FCCDC, diversity includes race, gender identity and expression, age, disability status, sexual orientation, religion, socioeconomic status, and many other parts of one's identity. All our employees' points of view are key to our success, and inclusion is everyone's responsibility here. No matter who you are or where you come from, you are welcome here. At the FCCDC, we embrace individuality, support human growth, and recognize the value of second chances.

More About Us

The FCCDC is a nonprofit community economic development organization based in Greenfield, Massachusetts, that since 1979 has helped entrepreneurs and business owners of all types at every stage—from assistance writing a business plan to flexible financing and connections to resources. Through our Western Massachusetts Food Processing Center (WMFPC) and Massachusetts Agriculture Innovation Center (MAAIC), we work with farmers and food entrepreneurs to strengthen the food system, offering rental manufacturing space, co-packing services, and business assistance. We also operate a small business incubator and administer a variety of other programs. This work creates opportunities and employment for low- and moderate-income residents throughout western Massachusetts, which is our primary mission. The FCCDC employs 20 hardworking staff committed to the organization's overall success. We have an operating budget of \$2.7 million and assets of \$9 million. We believe a strong local economy builds community and benefits everyone and we are dedicated to building a diverse, inclusive workplace.

Position Description

We are looking for an experienced business advisor to work with both farm and general food businesses in Massachusetts as they launch value-added food products and other consumer packaged goods. The Farm and Food Business Finance Specialist will work directly with clients through individual meetings and educational programming to provide general and financial management business assistance to help producers grow and stabilize their start up or existing business. This role involves supporting FCCDC outreach efforts to engage farmers and local food producers, onboarding and coaching clients, and collaborating with food system stakeholders to facilitate access to resources and specialized support when necessary. This position will manage their own day-to-day work but will work closely with the MAAIC Director and other FCCDC programs (Western MA Food Processing Center, Business Assistance, Racial Justice, Lending) as well as collaborate with project partners from Community Involved in Sustaining Agriculture, The Carrot Project, and New Entry Sustainable Farming, among others.

A strong candidate has a firm understanding of business financials, is familiar with farm and food businesses, and enjoys working with a diverse range of clients to implement practical and meaningful changes to their operations. This person should be an effective communicator with strong networking skills, comfortable conducting outreach to farm and food businesses as well as collaborating with industry peers and other food system stakeholders. They should have the project management skills to work with multiple clients simultaneously while tracking progress, troubleshooting issues through referrals to other service providers, and reporting on outcomes. Experience in explaining financial and business concepts to others is essential, as are strong research and presentation skills.

Duties and Responsibilities

Technical Assistance

- Conduct outreach to and build engagement with farm and food entrepreneurs with an emphasis on reaching more people from underserved populations
- Work directly with farm and food clients to conduct intake and provide general business assistance
- Provide one-on-one counseling with a focus on business financials, including but not limited to financial statement analysis, cash flow projections, bookkeeping/accounting, costing/pricing, scenario planning, and financing options
- Support clients in assessing business viability and/or capacity and help producers develop and implement business goals and strategies
- Coordinate additional support for farm and food businesses by connecting them with relevant FCCDC staff and/or outside professionals and resources when appropriate
- Support development and execution of educational workshops and create resources and tools in collaboration with the FCCDC team and other stakeholders
- Follow-up with and monitor clients to track progress and outcomes

Administrative & Organizational

- Maintain client database and assist with program evaluation and reporting
- Support program promotion to farm and food businesses and collection of client success stories
- Maintain and assist in the development of strategic partnerships with other business assistance providers and food system stakeholders
- Support program planning and expansion to better serve farm and food clients
- Build awareness of FCCDC programming and represent the organization at events and other channels as needed
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias
- Help meet organizational goals and mission; participate in anti-racism activities; and help work for racial, social, and economic justice
- Participate in FCCDC client and staff meetings, team meetings, and professional development activities
- Ensure FCCDC values are brought to all aspects of the work: sustainability, equity, collaboration, inclusion, transparency, and innovation

Requirements

Minimum Requirements

- Similar work experience or an equivalent combination of work experience and education in business, finance, marketing, food systems, food production, food industry, farming, or related field
- Experience in client-centric work including assessment, counseling, and training/education with an emphasis on financial management
- Understanding of small food businesses and agricultural operations in Massachusetts and the region
- Self-motivated with strong organizational and networking skills
- Ability to work with people of wide-ranging backgrounds
- Ability to communicate clearly and compellingly with farmers and food producers, team members and partners, as well as other food system stakeholders
- Proficient with computers, Microsoft Office Suite, CRM databases, and accounting software

If you are excited about this role and have relevant experience that does not align exactly with every requirement, we encourage you to apply.

Desired Qualifications

- Experience working with value-added agricultural products (including specialty crop, livestock, dairy, and seafood) and/or specialty food products a plus
- Experience with marketing, sales/distribution, local/regional supply chains, and regulatory compliance a plus
- Fluency in a language other than English a plus

Additional Information

Job Environment

We work 37.5 hours per week, and many of our staff work a hybrid schedule. We provide flexible schedules when possible so that each employee is productive in a way that works for them and their family. We are a pet-friendly office.

Salary Range/Benefits

Salary range \$65,000-\$70,000 depending on experience

Retirement plan with a 3% employer match

Paid vacation, personal, and sick time

Health insurance and health savings account

Reports To

The position reports to the Massachusetts Agriculture Innovation Center (MAAIC) Director and has regular contact with FCCDC staff, collaborators, consultants.

Type of Position

Location: This position allows for remote or hybrid work anywhere in Massachusetts with site visits to meet clients at their farms/business. Outreach will be done online as well as in-person meetings and events with some in the evening and on weekends.

Employment Status: Full-time position; note that we are willing to consider multiple part-time positions. This position is grant funded with likely continuation of funding.

Fair Labor Standards Act Status: Exempt

Application Instructions

To apply, send a resume and cover letter to resumes@fccdc.org. Please address the following in your cover letter:

- Why are you interested in working at the FCCDC?
- How do your past experiences and future ambitions make you a good fit for this role?
- How do you see yourself as contributing to FCCDC's racial, social, and economic justice mission?

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, religion, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.

If you need an accommodation to apply, please call (413) 774-7204 or email resumes@fccdc.org with the subject line "Application Accommodation."