



Job Description

Program Manager, Farm and Food Financing PVGrows Investment and Mass Food Trust Programs

Position will remain open until filled.

Get to Know 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' viewpoints 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), we work with farmers and food entrepreneurs to strengthen the food system, offering rental manufacturing space as well as co-packing services to businesses. 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 \$3 million and assets of \$10 million. We believe a strong local economy builds community and benefits everyone and we are dedicated to building a diverse, inclusive workplace.

Position Description

The Program Manager works to ensure that the PVGrows Investment Fund (PVGIF) and Massachusetts Food Trust Program (MFTP) meet their program goals of strengthening the local food system and retail outlets through healthy food financing and technical assistance. The FCCDC is looking for a person that has a passion for the mission—someone who thrives on developing new strategies for increasing the flow of capital to businesses we currently serve and entrepreneurs we have not reached in the past. The ideal candidate will have the networking skills to bring new investors into the fold, and to continue to increase the programs' impact on food and farming businesses.

Responsibilities:

With Entrepreneurs:

- Conduct marketing and outreach to potential borrowers.
- Manage entrepreneur relations and follow-up.
- Develop strong partner relationships. Work with PVGIF and MFTP partners around financing, technical assistance and cross-marketing.
- Continue to market through social media, branding, website, and print materials.
- Represent PVGIF, MFTP and the FCCDC at meetings, webinars, conferences, workshops, and meetings with prospective borrowers.
- Connect applicants and current borrowers with technical assistance as needed.
- Coordinate with the Lending Department to guide clients into the process.
- Attend Loan Committee meetings as needed to present PVGIF and MFTP clients.
- Conduct site visits and follow-up as needed.
- Create and maintain a credit enhancement for marginalized people.

Investor/Partner Relations:

- Develop strategy and raise investment funds from community and institutional investors.
- Cultivate new prospects.
- Responsible for Investor Stewardship (prospective and current) including:
 - Communicating with Investors, at least quarterly.
 - Hosting Investor Events bi-annually.
- Prepare and coordinate annual letter, interest checks, and tax documents annually.
- Administer Investment Agreements, Notes, and thank you notes.
- Update and develop associated documents including the Offering Memorandum and Investment Notes (annually).
- Work with legal partners.
- Coordinate the PVGIF Advisory Committee, PVGIF Board, and MFTP partners, including facilitating meetings.
- Coordinate with consultant(s) and staff. Supervise interns, as needed.
- Conduct annual evaluation of programs.

FCCDC Organizational Work

- Participate in general FCCDC work.
- Facilitate KIVA loans and other farm and food financing initiatives, as needed.
- Participate in anti-racism work.
- Oversee PVGIF and MFTP budgets.

Qualifications

- Three to five years of relevant work experience. Education can be in lieu of some experience.
- Experience with small farm and food businesses. Experience may include internships.
- Strong written and verbal communication skills.
- Interpersonal skills and ability to work constructively with staff and diverse constituents.
- Strong organizational skills and ability to manage multiple tasks under moderate supervision in an effective and efficient manner.
- Ability to work independently or in a team environment as required.
- Digital literacy and ability to navigate workplace technology.
- Fluency in a language other than English a plus.

If you are excited about this role and have relevant experience, but your experience does not align exactly with every requirement, we encourage you to apply. On-the-job training will be provided.

Additional Information

Job Environment

We work 37.5 hours per week, and some work can be accomplished remotely. We provide flexible schedules when possible so that each employee is productive in a way that works for them and their family.

Salary Range/Benefits

- Salary Range: \$60,000 – \$65,000/yr.
- Retirement: 3% employer match
- Paid vacation, personal, and sick time
- Health insurance, health savings account

Reports to: Executive Director

Type of Position

Location: FCCDC office in Greenfield, some remote work available, some travel to client businesses.

Job involves normal physical requirements for an office position.

Employment Status: Full time

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 you're 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."