



# Investment Manager

## JOB OPENING

**Fair Food Network:** is a national nonprofit and investor that grows community health and wealth through food. We transform how resources flow through the food economy for a more fair and resilient future. Our approach integrates partnerships that increase our collective impact, investments in food organizations and businesses that serve their communities, and policy advocacy that brings proven solutions to scale. We're building a world in which everyone has access to healthy choices, economic opportunity, and a resilient environment.

**Michigan Good Food Fund (MGFF):** is a statewide food financing collaborative whose partners invest in good food enterprises working to spark equitable economic opportunity, promote healthy food access, and shore up the resilience of our local food economy. Since 2015, this initiative has provided more than \$22 million in loans and grants supporting 300+ Michigan-based food businesses that grow, process, distribute, and sell food. Support includes financing and business assistance to help entrepreneurs grow their businesses and thrive.

### About the Role

*How FFN and MGFF work together:* FFN serves as the administrative backbone of the MGFF, bringing together the expertise, knowledge, and financial capital of stakeholders and partners from across the state. The mission and goals of the MGFF are set by a Stakeholder Board of community members, entrepreneurs, and implementing partners. The Investment Coordination Manager is responsible for coordinating with multiple investors, structuring investment deals, conducting due diligence, and ensuring compliance with regulatory requirements. The Investment Coordination Manager will work closely with clients and investors to facilitate successful investments that meet MGFF's mission and performance targets. This position will report to the Director of Michigan Good Food Fund.

### Key Responsibilities:

#### 1. Client Evaluation (30%)

- **Interview:** Conduct interviews with business owners to understand their goals, competencies, and the specifics of their business operations.
- **Site Visit:** When necessary, visit the farm or food production facility to verify the information provided in the application and assess the operational setup.
- **Review of Business Plan:** Analyze the viability and sustainability of the business plan, focusing on market analysis, competitive positioning, operational strategy, and environmental impact.
- **Financial Analysis:** Assess financial health through ratios like debt-to-income, liquidity, profitability, and past performance.



- **Risk Assessment:** Evaluate specific risks related to farming and food businesses, including market volatility, seasonal fluctuations, and susceptibility to natural disasters.

## 2. Loan Structuring (30%)

- Coordinating with multiple lenders in the MGFF network to develop and structure loans that share risk and resources.
- Recommend and deploy credit enhancements that improve the risk profile of businesses to leverage and de-risk lenders' participation in loans.
- Structure and recommend loan terms to suit the specific needs and capacities of the business, such as offering seasonal repayment terms or aligning payments with harvest cycles.
- Serve as a primary point of contact for all participating lenders, ensuring clear communication and alignment throughout the loan process and providing them with necessary information and updates.
- Documentation and Compliance: Prepare, review, and manage loan documentation to ensure compliance with legal and regulatory requirements.

## 3. Pre- and Post-investment Technical Assistance (20%)

- **Interdepartmental Collaboration:** Work closely with impact investing team members to identify, provide, or recommend pre- and post-investment technical assistance to help clients prepare for loan applications and ensure the success and sustainability of the food or farm businesses.

## 4. Program administration (10%)

- Enter relevant information, technical assistance engagements, touchpoints, and loan documents into the internal platform to ensure data is captured, accurate, and current.
- Participate in and provide input into internal meetings and external pipeline calls.

## 5. Outreach and Community Cultivation (10%)

- Collaborate with marketing team to develop strategies or materials that support client acquisition efforts.
- Develop and maintain a network of referral sources based on knowledge of the Michigan food landscape.
- Manage relationships with MGFF Lenders,
- Participate in outreach events to raise awareness of MGFF.



## What You'll Need

- 3-5 years of relevant experience in lending, investment banking or finance.
- Strong knowledge of financial instruments, including debt, near-equity, and equity instruments, as well as issues in food entrepreneurship and impact investing.
- Ability to read and analyze financial statements and business plans to make or recommend data-driven business decisions.
- Demonstrated experience providing coaching and assistance to entrepreneurs throughout their development stage, including business model development, business planning, financial planning, and market success.
- Exceptional communication and writing skills and can quickly adapt to the audience with politeness, diplomacy, and responsiveness with a friendly, customer service-oriented approach.
- Strong computer skills including, but not limited to, databases, MS Word, Excel, Outlook, and PowerPoint.
- Experience in, or deep knowledge and sensitivity to, effectively working in and supporting underserved communities.
- An understanding of the barriers and opportunities involved in business ownership and the nuances of equitable food access and capital access.
- Exceptional interpersonal and listening skills to build relationships with colleagues, clients, prospects, strategic partners, and the public.
- Must have a valid driver's license, proof of auto insurance, and reliable transportation.
- Ability to travel across Southeastern Michigan regularly.

## The Rewards:

- Ability to help craft Fair Food Network's future impact and apply your skills for social change
- **Work with passionate people who are dedicated to a food system that nourishes whole communities, leading to improved health, economic well-being and environmental regeneration.**
- Competitive, comprehensive benefits package including full health benefits, a 401K match, a flexible PTO policy, and professional development opportunities.

The salary range for this position is \$61,812 - \$67,993 and is commensurate with experience.

**Join Us!** Interested in this position? Please apply through this link <https://fairfoodnetwork.org/careers/>. Applications are not accepted via LinkedIn. This



position offers a fulfilling work environment at a supportive and entrepreneurially driven organization, plus exposure to innovative ideas, projects, and collaborative staff activities.

Fair Food Network's commitment to diversity includes the recognition that our mission is best advanced by contributions of people of diverse backgrounds, beliefs, and culture. Recruiting and mentoring staff to create an inclusive organization that reflects the diverse communities that we serve is a priority, and we encourage applicants of all ages, cultures, races, colors, religions, national or regional origins, disability status, sexual orientation, gender identity, veteran status or other status protected by law.