



TITLE: Operations Director

LOCATION: West St Paul & Vermillion Township, Minnesota

COMPENSATION: \$70,000-\$80,000 salary, Full Time – plus generous benefits package.

TIME: Full time

SUPERVISOR: Executive Director

Who We Are

Hmong American farmers occupy a unique place in the history of Minnesota's local foods movement. Since Hmong refugees began resettling from Laos and Thailand to Minnesota as political refugees after the Vietnam War, many families have relied on their agricultural heritage to make a living. Today, Hmong Americans are active vendors at the Saint Paul and Minneapolis Farmers Markets as produce and flower growers. Although Hmong Americans have been farming for decades, they continue to face barriers to accessing land, financing, and farm and business development training.

In 2011, a group of Hmong American farming families formed Hmong American Farmers Association (HAFA). HAFA is a member-based organization committed to advancing the economic, social and cultural prosperity of Hmong American farmers through advocacy, economic development, capacity building and farm research.

What We Do

HAFA's work is grounded in strong communitarian values and based around a Whole Food Model, which acknowledges that all aspects of the farm and food industry must be addressed simultaneously to truly build intergenerational and community wealth. There are five distinct but interrelated components in the model: land access, new markets, trainings and capacity building, financing, and research and data collection. As a result, HAFA's core programs include agricultural land trusts, alternative markets, business development, research, and training. Using methods of community organizing, HAFA works with Hmong farmers to build systemic change.

Learn more about HAFA at: www.hmongfarmers.com

Job Description:

The Operations Director will lead and manage HAFA's core operational functions including finance, grants management, and human resources to achieve HAFA's organizational mission. This position is part of HAFA's leadership team and will work closely with the Executive Director. Operations Director will work from either the West St. Paul administrative office or the farm in Vermillion Township; or at both sites.

The duties for this position include, but are not limited to:

Responsibilities:

Leadership & Strategy

- Support the Executive Director to achieve the organization's mission
- Lead HAFA's operational arm by evaluating organizational performance, developing organizational goals and implementing processes to improve organizational effectiveness and sustainability



- Supervise HAFA's administrative team by identifying goals, assessing accountabilities and performances, and developing pathways for professional growth
- Promote an organizational culture that values continual learning and development and a commitment to systemic change
- Cultivate new relationships, and support existing relationships, with community members, funders, and strategic partners
- Work with marketing and communications team to identify key opportunities to showcase HAFA's, and Hmong farmers', history and accomplishments, events, and trainings as appropriate

Finance

- Collaboratively develop and provide oversight of organizational budget
- Support the accountant and book-keeper to manage the organization's financial operations; support includes tracking and projecting incoming grants and program expenses
- Work with the accountant and book-keeper to maintain organization's accounting policies and procedures
- Assist accounting team, as appropriate, to ensure timely submission of 990 and annual audit

Development & Grants Management

- Enhance and oversee organization's grants management and tracking processes; further develop, maintain, and train staff/consultants on proper protocol as needed
- Work with grants writer to ensure submission of high-quality proposals; review grant proposals prior to submission with emphasis on project implementation and budget management
- Identify grant/contract opportunities, develop application strategies and workplans, and maintain application records
- Lead and manage organization's grant reporting requirements including operational compliance with projects and programs, submission of contract and grant billings and expenses, and reports

Human Resources

- Support Human Resource (HR) consultant by serving as in-house HR contact
- Work with HR consultant to maintain organization's HR policies and procedures and ensure that policies are compliant with applicable regulations
- Provide HR support to staff members; create and guide staff members through professional developments, team buildings and training opportunities

Qualifications & Experience:

- Bachelor's degree; or minimum of 3 years of related non-profit management or non-profit grants management experience
- 2+ years of nonprofit financial and/or operational experience including grants accounting and program reporting
- 3+ years working in a leadership capacity
- Commitment to a growth mindset
- Strong understanding of business operations and procedures
- Strong organizational and planning skills
- Strong analytical and problem-solving abilities



- Experience developing and implementing new strategies and procedures
- Understanding of human resources; HR experience a plus
- Proficiency in Microsoft Office Suite (or similar productivity software)
- Current driver's license required
- Evenings and weekend hours may be required during special events
- Fluency in the Hmong language and familiarity with the Hmong culture preferred, but not required
- Experiences with farming preferred, but not required

HAFA is especially interested in candidates who are committed to social, economic and racial justice

HAFA is a Hmong-led organization, and cultural diversity is important to us. Minorities and people of color (particularly Hmong) are encouraged to apply. HAFA is an equal opportunity employer.

If interested, please send your cover letter, resume, a writing sample and three references to info@hmongfarmers.com. Please put “*Operations Director*” in the subject line.