



## DIRECTOR OF OPERATIONS

Detroit Black Community Food Sovereignty Network  
Detroit Food Commons  
8324 Woodward, Detroit, MI 48202  
[www.DBCFSN.org](http://www.DBCFSN.org)

### About Us

The Detroit Black Community Food Sovereignty Network (DBCFSN) was established to ensure that Detroit's African American population plays a significant role in the local food movement. Given that African Americans constitute most of Detroit's population, DBCFSN aims to position them in leadership roles within this movement. Our commitment to Black food sovereignty and environmental and climate justice has expanded nationally and globally. Through our initiatives, we strive to create sustainable, equitable food systems and advocate for policies that address the unique challenges faced by Black communities in Detroit and beyond.

### Position Overview

We are seeking a dynamic and detail-oriented Director of Operations to join our team. The ideal candidate will be responsible for leading the organizational operations including in-office technology, Detroit Food Commons second floor building maintenance, HR and personnel communications.

The Director of Operations is a full-time employee of the Detroit Black Community Food Security Network. The Director of Operations is paid an annual salary of \$53,163 and will be paid bi-weekly. All applicable local, state and federal taxes will be deducted from the gross amount she earns. As a full-time salaried employee, the Director of Operations is eligible for the complete DBCFSN benefits package. The Director of Operations reports to the Executive Director.

### The Director of Operations will perform the following:

- Enroll and orient all new employees.
- Submit monthly reports to Co-Executive Directors.
- Receive and compile monthly reports from other senior management staff.
- Provide administrative assistance to the Co-Executive Directors.

- Prepare an annual report by December 1 to be shared with various stakeholders. The report shall contain key accomplishments by program area, a staffing summary and a fundraising summary.
- Lead planning and coordination of all organizational digital technology efforts including but not limited to donor management systems, internet security, computers, modems, printers and other hardware and website.
- Coordinate all electronic communications with staff, members, and the public, including but not limited to staff meeting notices, registrations, tour requests, media requests, research requests and general inquires.
- Coordinate archiving of important organizational documents and artifacts.
- Coordinate and maintain office functions including but not limited to reception, conference room scheduling, filing, mail processing, phone systems, copying and COVID protocol compliance.
- Manage DBCFSN owned or leased facilities including but not limited to scheduling, collecting rents/fees and scheduling cleaning and maintenance.
- Support staff with personnel communications such as: tracking Paid Time Off (PTO), contacting appropriate parties for health benefit inquiries, and additional staff needs.

## **Benefits:**

- Medical & Dental benefits
- Opportunity for growth and advancement within the company.
- Access to training and development programs to enhance skills and knowledge.
- Positive and collaborative work environment with a supportive team.

## **To Apply:**

Please submit your resume and cover letter detailing your relevant experience and why you would be a great fit for our team, to:

**Gi'Anna Cheairs, CFO**  
**[gcheairs@dbcfsn.org](mailto:gcheairs@dbcfsn.org)**

Detroit Black Community Food Security Network is a 501(c)3 tax-exempt organization whose mission is to build food sovereignty and food justice in Detroit's Black community. Learn more at [www.dbcfsn.org](http://www.dbcfsn.org)