



**RFQ: Agricultural Business Advisor (Eastern MA)**

**Dated 12.12.2018**

**Submissions Due 1.10.2019**

SUMMARY OF REQUEST

The Agricultural Business Advisor will work with the Senior Business Advisor and the Client Services Coordinator to deliver high quality trainings and one-on-one (1:1) business assistance. The desired outcome of this work is for farmers and food business owners to implement business management practices that contribute to long-term economic viability and will be measured over time.

[The Carrot Project](#) works at the forefront of change by helping to create a sustainable local farm and food economy. Our work facilitates access to financing and business support so that today's small farm and food businesses can grow into thriving, enduring enterprises. We make long-term investments in the building blocks of the food system that contribute to healthful food for consumers, a replenished environment, and strengthened regional and local economies.

SCOPE WORK

The Agricultural Business Advisor will:

- Help clients learn about and apply financial management best practices
- Assist with delivery of 1-2 trainings to learn and practice financial management practices
- Provide one-on-one (1:1) business assistance to 2-5 clients and support the development of enterprise or business plans and financial statements to support decision making and loan applications ([here](#) are examples of other possible services or [http://www.thecarrotproject.org/business\\_development\\_programs/11\\_business\\_advising](http://www.thecarrotproject.org/business_development_programs/11_business_advising))
- Support the collection of demographic and outcome data
- Prepare client Scopes of Work detailing deliverables and expected outcomes

QUALIFICATIONS

- Demonstrated commitment to excellent customer service
- Experience providing 1:1 business technical assistance that lead to demonstrable results
- Experience reviewing and providing constructive feedback on business and financial plans
- Experience helping businesses set up financial tracking systems and incorporating financial management and planning activities into their business
- Ability to understand, communicate and explain business financial information to others
- Proven ability to meet deadlines, program targets and to manage workload
- Skilled with MS Office applications, including Excel and QuickBooks
- Experience working with underserved communities
- Proven ability to clearly communicate in writing and orally
- Ability to influence others, moving them to action
- Proven to work independently and as part of a team

- Proven ability and enjoyment in attending to details, including follow up
- Proven ability to meet deadlines and manage workload
- Curious and interested in learning

#### PREFERRED SKILLS

- Prior owner or manager of a farm or food business
- Advanced business or related degree or relevant experience
- Demonstrated interest in and commitment to the local food and agriculture community

#### REQUIREMENTS

- Ability to work remotely, using personal office equipment (phone, computer, etc.)
- Ability to work a flexible schedule, including some evenings and weekends
- Ability to travel within Eastern Massachusetts as well as Rhode Island and Eastern CT

#### TIMELINE & BUDGET

The work will occur from the start of the contract date through the end of April 2019. The work is an estimated 15 hours per client for 2-5 clients plus trainings. Actual hours will depend on the number of clients receiving 1:1 business assistance. The consultant will be paid hourly and the rate of pay will depend upon experience and skill working with farms, and to a lesser degree, food businesses.

#### SELECTION PROCESS

1. RFP issued Wednesday, December 12, 2018
2. Submission of Qualifications Due January 10, 2019
3. Interviews will be conducted by the Executive Director and the Sr. Business Advisor
4. Start Date ASAP

#### Contract Management

- The contract is between TSNE-The Carrot Project and the consultant.
- The day to day management will be with the Client Services Coordinator
- Training and content support and supervision will be provided by the Sr. Business Advisor

#### TO APPLY

Please submit a cover letter, qualifications, and references to [jshanks@thecarrotproject.org](mailto:jshanks@thecarrotproject.org) by January 10, 2019.

TSNE MissionWorks is the fiscal sponsor of The Carrot Project and both TSNE MissionWorks and The Carrot Project envision a society grounded in the principles of social and economic justice. As such, we strive to achieve excellence through a diverse and inclusive workplace that honors the unique talents and lived experiences of each person. Our vision and values are reflected in all of our employment and business related decisions, including hiring practices and the selection of Consultants. Accordingly, TSNE MissionWorks and The Carrot Project actively seek people who bring diverse backgrounds and perspectives to join us in our work.