

May 9, 2013

1627 Harbal Drive  
Ann Arbor, MI 48105

Dear City of Ann Arbor Council Members,

I am writing to express my interest in serving on the Greenbelt Advisory Commission. Attached is my application and resume. I believe that my skills and experience will benefit the Commission in its efforts to protect open space and farmland in and around the city of Ann Arbor.

I worked closely with farmers across the region while serving as the Executive Director of the Food System Economic Partnership (FSEP) which is a regional economic development nonprofit based in Ann Arbor striving to link farmers with consumers to create economic opportunity. During my tenure with FSEP, we grew from a staff of one to six, launched and expanded the Farm to Institution program, and created the Tilian Farm Development Center – a farm incubator/training program in Ann Arbor Township to assist beginning farmers.

I was appointed by Governor Granholm to serve on the Michigan Commission of Agriculture and Rural Development from 2010-11 and was instrumental in promoting farm economic development activities across the state including the first-ever proclamation of "Local Foods In Schools" day and the Commission's resolution of support for the Michigan Good Food Charter, which serves as a blueprint to advance local and regional food systems to improve the economics and health of Michiganders through "good food" strategies.

In my role as the Finance Manager of the Huron River Watershed Council, I understand the importance of fiscal responsibility and accountability. I also understand the importance of protecting our natural resources for generations to come and appreciate the work the Greenbelt program has done over the years to save our few remaining natural areas. I would like to use my expertise to assist in this process.

Please contact me at [jen.a.fike@gmail.com](mailto:jen.a.fike@gmail.com) or 734-994-4139 if you have any questions regarding my application. Thanks so much for your consideration.

Sincerely,



Jennifer Fike

**Application for Membership  
City Council Boards/Commissions/Committees  
City of Ann Arbor, Michigan**

Return To: Mayor's Office  
City Hall - 3rd Floor  
301 E. Huron St., PO Box 8647  
Ann Arbor, MI 48107-8647

Phone: 734 794-6161  
Fax: 734-332-5966

Name Jennifer Fike  
Home Address 1627 Harburt Drive, Ann Arbor MI Zip 48105  
Ann Arbor Resident: YES ☒ NO ☐ Number of years as a Resident 23 Ward 1st  
Phone (H) 734-994-4139 (W) 734-769-5123 x. 604 (Fax) 734-998-0163  
Email Address jen.a.fike@gmail.com  
Occupation Nonprofit administration  
Employer Name & Address Huron River Watershed Council  
1100 N. Main St. #210, Ann Arbor, MI Zip 48104

Board/Commission/Committee on which you are interested in serving:

- 1) Greenbelt Advisory Commission 3) \_\_\_\_\_  
2) \_\_\_\_\_ 4) \_\_\_\_\_

Reasons for seeking appointment (Areas of Interest, Goals, etc.):

I am interested in serving on the Greenbelt Commission to assist in preserving open space and farmland in surrounding the city of Ann Arbor. I believe that my experience on the Michigan Commission of Agriculture and Rural Development and service on land protection nonprofits will assist in these efforts.

Please submit a résumé including your job experience and education along with this application or a detailed letter of intent delineating relevant qualifications.

**DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST**

In order to avoid any potential conflict of interest, I, the undersigned, agree not to be involved in any recommendations or decision making regarding any agency(ies) or entity(ies) for which I serve in the following capacity(ies) which may contract or subcontract with the City of Ann Arbor.

| Agency                               | Capacity in Which I Serve |
|--------------------------------------|---------------------------|
| <u>Huron River Watershed Council</u> | <u>Finance Manager</u>    |
| _____                                | _____                     |
| _____                                | _____                     |
| _____                                | _____                     |

Signature \_\_\_\_\_

Date 5/9/13

Log onto <http://a2gov.legistar.com/Departments.aspx> for a list of current City Boards, Committees and Commissions.

**JENNIFER A. FIKE**

1627 Harbal Drive  
Ann Arbor, MI 48105  
(734) 994-4139  
jen.a.fike@gmail.com

**EXPERIENCE:**

2007-Present

**HURON RIVER WATERSHED COUNCIL**

Ann Arbor, MI

Finance Manager

- Responsible for managing fiscal and business operations for the first and oldest river protection group in Michigan with an annual operating budget of \$1.2 mm
- Generates quarterly financial statements and facilitates Finance Committee meetings.
- Develops annual budget, compiles work papers and serves as intermediary for annual audit.
- Maintains and updates organizational policy and procedures, reviews commercial insurance policies, and ensures proper risk management controls.
- Continuously reviews system of internal controls and recommends improvements.
- Maintains accounting for all grant funds and special funds, purchasing and accounts payables, journals, payroll, bank records and supervises account reconciliation; prepares periodic reports for submission to grantors.
- Responsible for cash management and banking and maintains fixed assets.

2007-2012

**FOOD SYSTEM ECONOMIC PARTNERSHIP (FSEP)**

Ann Arbor, MI

Executive Director

- Responsible for managing operations including development of annual budgets and monthly financial statements, payroll processing, and federal and state reporting for nonprofit whose mission is to catalyze change that results in vibrant and sustainable food economies in communities across southeast Michigan.
- Served as facilitator between Board of Directors and organization to provide strategic direction for agricultural economic development initiatives and management of existing business development and farming programs along with development of new agricultural programs to improve opportunities for farmers and local food entrepreneurs.
- Managed marketing and communications including generating press releases, development of printed and electronic media, social media messaging, and website management.
- Assisted in education and outreach activities including presentations to interested stakeholders and planning of FSEP annual conference. Presented at national, regional, and local conferences.
- Responsible for all aspects of development operations including grant writing, managing individual and corporate donor relations, and maintaining partnerships with public and private funders.

2000 - 2007

**ANN ARBOR SUMMER FESTIVAL**

Ann Arbor, MI

Business & Operations Manager

- Responsible for generating monthly financial statements for annual performing arts festival, with operating budget of \$1.3 mm and oversaw all aspects of financial operations.
- Developed and maintained cash flow projection to assist in forecasting cash flow requirements.
- Developed ticket pricing strategy to maximize potential revenue and reduce exposure for ticketed venues. Performed analysis on show-by-show basis to determine profitability.
- Assisted in creating annual budget and performed analysis of special fundraising events.
- Assisted in grant research and grant writing to secure funding from public and private sources.

2001 - 2004

**CENTER FOR EMPOWERMENT & ECONOMIC DEVELOPMENT**

Ann Arbor, MI

Accountant

- Responsible for recording revenue received on loan payments for loans granted to women and minorities to start-up businesses.
- Allocated grant funds to appropriate income and expense accounts.
- Recorded income received for Michigan Women's Business Council memberships and special events. Prepared monthly bank reconciliations.

1999 - 2000

**CITY OF ANN ARBOR**

Ann Arbor, MI

Customer Service Manager

- Responsible for planning, organizing, and supervising activities for the accounting, data collection, and invoicing of amounts due the City for approximately 26,000 water utility customers.
- Reviewed and enforced internal financial controls; prepared financial and management reports.
- Directed professional and support staff by assigning and reviewing work and conducting performance evaluations. Prepared and monitored division budget.

1998 - 1999

**ST. JOSEPH MERCY HEALTH SYSTEM**

Ann Arbor, MI

Cash Disbursements Manager

- Managed the accounts payable and payroll cash disbursements functions ensuring accuracy, completeness, and timeliness as well as adherence to established policies and procedures according to regulatory guidelines and internal controls.
- Interviewed, hired, trained, and evaluated the performance of accounts payable and payroll personnel.
- Responsible for the reporting of federal, state, Social Security, and Medicare taxes all companies.

1996 - 1998

**ZINGERMAN'S DELICATESSEN & SERVICE NETWORK**

Ann Arbor, MI

Accounting Manager

- Oversaw all aspects of accounting/finance for \$6mm business.
- Prepared monthly closing entries, generated and analyzed monthly financial statements.
- Responsible for cash management including cash flow requirements, projections, and bank transfers.
- Maintained general ledger, accounts payable, and accounts receivable using Great Plains accounting system and Excel spreadsheets; prepared weekly sales and labor reports.

1990 - 1996

**SOURCE ONE MORTGAGE SERVICES CORPORATION**

Farmington Hills, MI

Senior Accountant

- Developed a detailed income statement and balance sheet forecast based on current mortgage banking trends and assisted in developing both the corporate and operating budgets.
- Supervised department staff; devised and implemented training procedures for new branch personnel.
- Recorded mortgage sales upon verification of principal, interest, discount, servicing fee factor, and funding. Analyzed and reconciled mortgage inventory accounts on timely basis utilizing Lotus 123.

1989 - 1990

**SOCIETY BANK, MICHIGAN**

Ann Arbor, MI

Income Collection Specialist

- Monitored the accurate and timely collection of all income related to stock dividends; cash dividends; and government, corporate and municipal bond interest.
- Reconciled assets held in trust accounts with correspondent bank assets.

EDUCATION:  
1987-89**THE UNIVERSITY OF MICHIGAN**

Ann Arbor, MI

School of Business Administration

- Bachelor of Business Administration, April 1989; concentration in accounting.
- Recipient of the University of Michigan Community College Scholarship.

1985-87

**ST. CLAIR COUNTY COMMUNITY COLLEGE**

Port Huron, MI

- Associate's degree in Business Administration, May 1987, Dean's list 1985-87.
- Treasurer of Phi Theta Kappa National Honor Society, 1986-87.

PROFESSIONAL  
AFFILIATIONS:

Michigan Commission of Agriculture, 2010-11, Secretary, 2011  
 Washtenaw County Farm Bureau, member, 2009-Present  
 Legacy Land Conservancy, Board & Finance Committee Member, 2011-Present  
 Washtenaw Literacy - Board of Directors, 2002-07, Treasurer 2005-07, Advisory Committee, 2007-2012  
 Southeast Michigan Land Conservancy, Board of Directors, 2003-06, Treasurer 2005-06  
 Institute of Management Accountants, Ann Arbor Chapter, 2003-05  
 Leadership Ann Arbor, Class of 2003  
 Washtenaw Audubon Society, member, 1994-Present

VOLUNTEER/  
PERSONAL

Big Heart, Big House Team Leader for FSEP, 2012  
 Community Meal - First Presbyterian Church, 1999-2001  
 Humane Society of Huron Valley, 1995  
 Community Services of Oakland, 1994  
 Paint the Town, 1992  
 Interested in fitness, nature, cooking, and local food. Avid runner and participated in many road races including New York City Marathon (3 times) and Boston Marathon.