

# THE CONSERVATION FUND

## **Job Description**

**Title:** Faith and Food Coordinator

**Department:** Resourceful Communities

**Status (Exempt or Non-Exempt):** Exempt

**Reports To:** Associate Director, Resourceful Communities

**Positions Reporting to this Position:** N/A

**To apply:** Visit <https://www.dcijobs.com/j/16278894>.

## **POSITION SUMMARY**

The Faith and Food Coordinator will support The Conservation Fund/ Resourceful Communities' (TCF/ RC's) Faith and Food initiative, which will engage rural United Methodist Churches (UMCs) in North Carolina. The Coordinator will spend the majority of his/her time developing relationships with rural UMC leaders; providing training and support to broaden UMCs food-related programming by utilizing existing church infrastructure (land, kitchens, volunteers, etc.) to support local economic development and broader community engagement. The Coordinator will provide training/ technical assistance on a range of topics, including preparation for small grant support, work planning, budget development and community engagement; and will connect program participants to additional resources.

The position is based out of The Conservation Fund's Chapel Hill, North Carolina office. Travel is required; mileage reimbursement/ car rental for travel will be provided. This position is funded through grant support and is subject to funding availability.

## **PRIMARY RESPONSIBILITIES**

Project-Based Technical Assistance to Faith-Based and Community-Based Organizations

- Assess individual UMC's technical assistance needs; develop and execute written agreements defining the scope of work, timeline, intended impacts and responsibilities for Resourceful Communities trainer and technical assistance recipients, with clear connection to RC program deliverables/ goals.
- Build faith organizations' capacity in effective project planning and implementation.
- Strengthen faith organizations' grant writing, evaluation and reporting capacity.
- Identify and share promising strategies for/ models of effective rural, community food projects.
- Connect UMCs to other community-based organizations or resource agencies that could strengthen their community programming.
- Evaluate progress on agreed upon training goals with technical assistance recipients (midway and upon completion) and provide updates to Resourceful Communities technical assistance recipients and team members on a regular basis.

- Build partnerships with and increase awareness among UMC clergy, resource partners and key stakeholders.
- Perform outreach and deliver presentations highlighting program approaches, initiative goals, etc. to increase network participation.

#### Trainings/ Workshops

- Work with the Resourceful Communities team to develop content for and deliver/facilitate 6-10 trainings/ workshops each year. Training areas include, but are not limited to, community engagement, partnership building and project development.

#### Small Grant Assistance

- Assist UMCs in developing food-related projects that generate social, economic and environmental benefits and deepen participation in the local food economy.
- Support Resourceful Communities team in small grant review, decision-making and grant administration activities.
- Assist UMCs, as needed, in project implementation/ management and grant reporting.

#### Resourceful Communities Capacity/ Administration

- Participate in Resourceful Communities and The Conservation Fund meetings as required.
- Contribute to Resourceful Communities' Facebook page.
- Recommend improvements to technical assistance and training provision.
- Submit time sheets, trip reports, expense statements regularly.

#### **DESIRED BACKGROUND AND PERSONAL ATTRIBUTES**

- College degree in a related field preferred.
- At least 3-5 years' experience working in and/or providing training/technical assistance to nonprofit or faith-/community-based organizations on organizational/ project development topics
- Knowledge of capacity building topics, including fundraising; project management and evaluation; partnership building/ collaboration and more
- Familiarity with resources in North Carolina that support effective programming in rural communities, including funding, training, curricula
- Knowledge of popular education, adult learning, and experiential training techniques
- Ability to communicate appropriately with a wide range of stakeholders
- Understanding of and experience with issues affecting limited-resource and rural communities and communities of color, including economic development, social justice, limited access to resources, environmental issues and opportunities
- Valid driver's license required.
- Outstanding oral and written communication skills

#### **PHYSICAL/MENTAL REQUIREMENTS:**

Special Considerations: Local travel by car required (average 2-3 trips per week within a 200-mile radius). Valid driver's license and a driver's background check required.

*The Conservation Fund, as an equal opportunity employer, to promote diversity in the workplace and within organizational leadership, including race, color, religion, sex, gender, sexual or gender identity or expression, age, national origin, military/Veteran status, or disability.*