SAFSF Special Projects Coordinator

The Special Projects Coordinator will be responsible for the program development, management and oversight of two SAFSF projects. See below for more details.

Candidates will have a minimum of 5 years demonstrated experience with content-based program development; 3-5 years experience in a nonprofit setting working directly with senior leadership/boards; familiarity with membership associations; knowledge and interest in networks and organization building; and experience as a facilitator/event planner. S/he will have a broad knowledge of sustainable agriculture and food systems issues and philanthropy. A Masters in Public Health or Public Policy is strongly desired. This full-time position will be based ideally in a home office preferably on the East Coast or in the Mid-West. This is a full time position and will report to SAFSF’s Executive Director.

The successful candidate will be dedicated to SAFSF’s core values: a commitment to justice and equity; respect for diversity, inclusivity, and life-long learning; and a willingness to collaborate. Candidates must be able to work independently with minimal supervision, juggle multiple projects simultaneously, be reliable, flexible, possess a quick mind, and a sense of humor.

Salary is competitive and includes an excellent benefits package through our fiscal sponsor, New Venture Fund (www.newventurefund.org). Final candidate interviews will be scheduled for late July/early August. Anticipated hire date is late August/early September, 2013. The location for this position remains flexible but will require some travel, including periodic all-staff meetings in Santa Barbara, California; dates and frequency to be determined.

**Application deadline is June 15, 2013.**

**Application Guidelines:**
Please send the following materials electronically to safsf-search@rstuartconsulting.com. No phone calls please.
- 1 page cover letter
- Resume/CV
- Names of 3 references (Note: we will not contact references without a candidate’s prior knowledge)
- Short (3-5 pages max) writing sample (Special Projects Coordinator)

**DETAILS:**
The Special Projects Coordinator is responsible for the management and oversight of two SAFSF projects:

**CREATING COMMON GROUND (CCG)**
*Creating Common Ground (CCG)* a collaborative project of the Sustainable Agriculture and Food Systems Funders, Grantmakers In Health, and the Convergence Partnership and is aimed at networking funders working
at the food-ag-health nexus. CCG has been operational since 2010 and currently is led by SAFSF’s Executive Director with assistance from an outside consultant. The overall objectives of this project are to:

- Promote collective and collaborative philanthropic work that leads to changes in the food system and policies that are fair, green, affordable, and equitable
- Marshall on-going needed resources to achieve long-term food system change
- Facilitate ongoing conversations and networking opportunities in response to the need and desire within the philanthropic community to bridge work at the food-ag-health nexus
- Improve coordination among organizations working on these issues, funder-to-funder and with advocacy organizations
- Foster greater communication about ongoing work; develop shared resources and practical information/tools on how funders can engage in this work more fully

**Project Coordinator Major Duties and Responsibilities**

- Serves as primary lead for Creating Common Ground project working closely with Executive Director, and our partners at Grantmakers In Health and the Convergence Partnership to strategize and frame short, medium, and long-term work plan
- Oversees the development and implementation of 3-4/annual CCG-sponsored funder education calls/webinars, both content and logistical arrangements
- Coordinates planning and implementation for at least one annual CCG convening; works with SAFSF’s Operations Manager and other staff to coordinate contracts, venues, logistics, speakers, etc.
- Coordinates activities/calendar in coordination with Program and Operations Managers
- develops and posts related resource materials on SAFSF website
- Manages special project online presence; coordinates updates with Program and Operations Managers
- Provides bi-monthly project updates for SAFSF’s Steering Committee; prepares summary for SAFSF’s year end report

**Education and Outreach**

- Work to identify and conduct outreach to knowledge funders who are not yet part of the CCG network
- Builds and grows partnerships/collaborations with staff from philanthropic organizations and affinity groups with an emphasis on those working within the health and/or policy related arenas
- Represents SAFSF in a variety of capacities, including speaking engagements, written presentations and correspondence, and participation in conferences and meetings
- Attends relevant donor conferences and other donor forums to promote SAFSF’s work; whenever possible, coordinates activities to promote SAFSF through such activities as workshops, receptions or content-driven meal, distributing SAFSF materials, etc.

**POlICY BRIEFING**

*Background:* Since mid-2012, SAFSF network members have discussed how, over the years, funders have come together multiple times around policy work. Often, these meetings have resulted in a series of one-off events (funder briefings, calls, NGO gatherings, etc.) with little follow through in terms of on-going communication, collaboration, or competency development. There is a desire among SAFSF members for policy conversations to have greater focus, continuity, and potential for impact at the local, state, regional and federal level.

This is a new project still under development with the goal to convene a cohesive series of annual policy briefings. These briefings will involve both funder and advocates conversations as well as funder-to-funder dialogue and would seek to expand funders’ understanding of policy—both process and content—at the local, state and federal levels. It is anticipated that the specific focus of the briefing will change each year.

**Project Coordinator Major Duties and Responsibilities**

- Convene current advisory committee to begin laying out work plan
• Secure initial seed funding for the first 2-3 years of this project with the assistance of the Executive Director and members of the advisory committee. Conversations are underway with several funders who have expressed interest in supporting this work but no funding has been committed to date.
• Develop the short-, medium-, and longer-term strategy and vision for this work (1 year; 2-3 years; 3-5 years) in collaboration with the advisory committee
• Develop and manage Planning Committee to include both funder and non-funder volunteers
• Work with SAFSF’s Operations Manager to secure venue/dates and necessary contracts for both a 2013 Planning Committee meeting as well as a 2014 Policy Briefing
• Design/facilitate 2013 Planning Meeting with a vision towards a 2014 Policy Briefing
• Manage the Planning Committee in the development of the 2014 Briefing including program development/design; speakers; logistics (with assistance from other SAFSF staff)
• Participate in SAFSF’s Policy Study Group and help to design/facilitate on-going calls, learning opportunities for the broader philanthropic community
• Coordinates with Program and Operations Managers to ensure calendar coordination
• Develops and posts related resource materials on SAFSF website
• Manages special project online presence; coordinates updates with Program and Operations Managers
• Provides bi-monthly project updates for SAFSF’s Steering Committee; prepares summary report for SAFSF’s year end report

**Education and Outreach**
• Builds and grows partnerships/collaborations with staff from philanthropic organizations and affinity groups with an emphasis on those working within the agriculture/food systems and related policy arenas
• Represents SAFSF in a variety of capacities, including speaking engagements, written presentations and correspondence, and participation in conferences and meetings
• Attends relevant donor conferences and other donor forums to promote SAFSF’s special projects; whenever possible, promotes special projects through such activities as a workshop, reception or content-driven meal, distributing SAFSF materials, etc.

**Minimum Work Requirements**
Knowledge: Broad knowledge of sustainable agriculture and food systems issues; comprehensive understanding of philanthropy; Masters in Public Health or Public Policy strongly desired. Fluency in English required.

Experience: 5 years demonstrated experience with content-based program development; 3-5 years experience in a nonprofit setting working directly with senior leadership/boards; familiarity with membership associations; knowledge and interest in networks and organization building; and experience as a facilitator/event planner.

**Skills and Abilities**
• Excellent interpersonal, oral, and written skills
• Self-starter, motivated, ability to manage multiple tasks simultaneously; respectful of deadlines of self and others
• Organizational and time management skills essential
• Extensive computer skills (expertise with Microsoft Word, Excel, and Email Program) required
• Experience managing Customer Relationship Management (CRM) platforms/databases required. Experience with Salesforce a plus
• Experience with other cultures and demonstrated sensitivity to cultural, gender, racial and ethnic differences preferred
• A high level of discretion and confidentiality for both business and personal affairs