Colorado Springs Food Rescue (CSFR) is a 501(c)3 nonprofit organization working to cultivate a healthy, equitable food system in the greater Colorado Springs community. We accomplish this by increasing healthy food access and project-based food education programs for youth. CSFR is committed to equity in its policies, practices, and programs, and ensures that applications for members of underrepresented groups are seriously considered. All qualified individuals who would contribute to the further diversification of our team are strongly encouraged to apply.

Job Title: Communications and Development Coordinator

Reports To: Executive Director

Summary: The Communications & Development Coordinator (CDC) manages the fundraising efforts and marketing strategy in accordance with the mission of CSFR, as well as the strategic marketing and development plans. The CDC works under the general oversight of the Executive Director (ED).

Overview: The CDC will manage fundraising and development efforts, including our “friends of CSFR” campaign”, corporate sponsorships, in addition to new avenues for revenue generation. The CDC will also plan and execute three major fundraising events per year, supervise two event coordinators, be the primary point person for our annual Give! campaign, & expand the reach and scope of our brand.

Department: Development

Pay Type: Full Time. Starting salary of $32,000.

Eligible for Overtime: _Yes _X_No  If no, check type of exemption: ___Professional  ___Executive  _X_Administrative

Character Attributes and Experience

- You are driven and passionate about health equity and food justice in our community. People would describe you as a self-starter.
- You are incredibly detail oriented, and have experience in planning and implementing projects.
- Previous experience in event and/or campaign management/assistance required.
- Experience working with and guiding volunteers required, in a paid or unpaid role. Prior experience supervising employees a plus.
- Must have vehicle access as this position requires frequent meetings and event attendance throughout metro Colorado Springs, and El Paso County.
- Must be able to occasionally lift boxes as heavy as 50 pounds.
- This position requires flexibility to work evenings and weekends (occasionally to moderately) for fundraising and community events.
- Bi-lingual Spanish preferred but not required. Please list all experience working cross-culturally in your resume or cover letter.
- Management experience with utilities such as MailChimp, Excel, Google Drive, Squarespace, Instagram, Facebook, etc. preferred.

Essential Duties & Responsibilities
• **Development** (50-100% of time, 20-40 hrs/week)
  ○ Plan and implement 3 annual fundraising events
    ■ Manage two events coordinators, and work alongside ED.
  ○ Manage “Friends of CSFR” membership campaign
    ■ Solicit and process new memberships, through networks, events and contacts.
    ■ Manage membership membership benefits program, including cookbook, newsletter, mailings, etc.
  ○ Oversee 2017 Give! fundraising campaign
    ■ Attend all Give! Events (occasionally with ED).
    ■ Oversee and facilitate fundraising events/initiatives alongside ED & work study coordinators.
  ○ Assist ED in grant research and organization.
  ○ Oversee trailer sponsorship program
    ■ Seek out new advertisers for our food rescue trailers. Facilitate work study coordinators in the process of creating the sign artwork, printing of the signs, and attaching them to trailers, as well as maintaining the relationship with the sponsor.

• **Communications** (20-35% of time, 8-14 hrs/ week)
  ○ Oversight of rebranding campaign
    ■ As per our 2018-2020 strategic plan, CSFR will be expanding our tactics in achieving a healthy, equitable food system in Colorado Springs. We are currently conducting a feasibility study for a neighborhood-based center of food production, education and access. The CDC will be responsible for overseeing our continued brand development as our organization continues to evolve.
  ○ Contract out for marketing materials:
    ■ This responsibility involves either creating graphics for our media platforms, or contracting out to graphic designers for everything from posters, to infographics, fliers, shirts, and more.
  ○ Media:
    ■ Social media management (Facebook, Instagram) & generation of content.
    ■ Devising and sending out quarterly newsletters.
    ■ Devise and implement community-related events, including but not limited to volunteer appreciations, community meals and photo contests.
  ○ Marketing of fundraising and community-related events.
  ○ Network in the community:
    ■ Attend partner events, workshops, fundraisers, socials that support DFR partners, mission, and vision. This will increase revenue and relationships.
  ○ Manage and professionally develop our CC Work-study Communications Coordinator

• **Admin & Executive Director** (10% of work, 4 hrs per week)
  ○ Attend weekly Staff Meetings throughout the term of employment.
    ■ Meetings occur each Monday from **10 AM-11AM**
  ○ Attend occasional event/development planning meetings with the ED &/or work study coordinators.
  ○ Attend monthly Board Resource Development Committee meetings, held on third Wednesdays of each month, from **6-7PM**
  ○ Assist Executive Director with tasks as needed.

**Performance Evaluation:**
The CDC will have a bi-annual performance evaluation and exit interview meeting with the Executive Director to assess their work.

**Compensation & Benefits:** This is a paid position with an annual salary of $32,000, scheduled for approximately 40 hours per week. CSFR currently does not provide any benefits, however we are actively exploring employee health coverage plans. For food rescues, CSFR will provide an adequate bike, helmet and lock for the duration of the employment.

**Leave:** For all illnesses and emergencies, notify the Executive Director as far ahead of time as possible.

**Termination:** 2 weeks written notice will be provided prior to termination of the CDC by the Executive Director.

**Application Process:** If interested, please send the following to jobs@coloradospringsfoodrescue.org in one e-mail:

1. **Cover Letter:** Include what excites you about this position, and what the term “food justice” means to you.
2. **Resume**
3. **2 References**
4. **1 writing sample,** no more than 1,500 words.
5. Research our website/social media and draft **2 social media posts.**

*CSFR is an Equal Opportunity Employer.*

*We are dedicated to diversity and encourage all people to apply.*

*We prohibit unlawful discrimination and harassment against applicants or employees based on age 40 and over, race, sex, color, religion, creed, national origin or ancestry, disability, military status, sexual orientation, or any other status protected by applicable state or local law. This prohibition includes unlawful harassment means to create a hostile work environment based upon an individual's race, national origin, sex, sexual orientation, disability, age 40 or over, or religion. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.*