

NATIONAL FARMERS FOUNDATION

Working towards food sovereignty

The National Farmers Foundation is hiring a Coordinator to do fundraising, coordination and outreach.

Position	Coordinator
Reports to	NFF Board
Duration	One year with potential for extension
Hours per week	37.5
Location	Flexible
Applications due	Friday, September 24th, 2021

THE NATIONAL FARMERS FOUNDATION

The National Farmers Foundation (NFF) is a registered Canadian charity whose mandate is to organize and implement programs of education and research concerning rural Canada and to direct those programs toward both rural and urban populations. The NFF

- Supports the promotion, creation and enhancement of food systems based on the principles of food sovereignty, and
- Helps build and strengthen the progressive farm movement in Canada

The NFF aligns with the goals, objectives and policies of the National Farmers Union (NFU), but it is an arms-length organization that is independent from the structure and authority of the NFU. The NFF is governed by a five-member volunteer board of directors. Since the volunteer board has limited time, we are seeking our first **coordinator** during this exciting time of expansion.

OUR COMMITMENT TO EQUITY

We recognize that our work has significant implications for equity-denied communities and are committed to promoting climate justice as part of our work. The NFF is committed to diversifying our organization, decolonizing our ways of working, making our workplace more inclusive, and making equity a larger focus of the projects we undertake.

We are looking for a coordinator with values that align with ours and who can contribute ideas and innovative thinking to this growing area of work. As such, we highly encourage candidates from historically marginalized communities to apply.

NATURE AND SCOPE OF WORK

Under the direction of the Board of the NFF, the suitable candidate will perform the following tasks:

Fundraising

- Coordinate the preparation of the submission of project funding proposals to foundations
- Develop and implement fundraising campaigns for donations
- Collaborate with the NFU to develop partnership fundraising outreach strategies

Communications

- Redesign and maintain the NFF website
- Engage in regular communication mechanisms between NFF board and NFU
- Establish new relationships and maintain regular communications with foundations, funders and donors
- Explore and possibly implement other social media campaigns that contribute to the purpose of the NFF

Administration

- Report regularly to the NFF board, including financial reports
- Build and maintain a donor database
- Identify new funding sources
- Track financial transactions of the NFF on a suitable bookkeeping platform
- Assist in the annual CRA reporting requirements of the NFF
- Assist in developing internal policies for the organization

SKILLS AND EXPERIENCE REQUIRED

1. Demonstrated passion for social and climate justice.
2. Experience with progressive farmers, food and social justice movements.
3. Excellent project management skills.
4. Self-starter- capacity to work autonomously and with diverse individuals.
5. Excellent communication skills, written and oral.
6. A high degree of self-motivation.
7. Experience in writing high quality proposals.
8. Experience designing fundraising campaigns.
9. Flexibility to adapt to different levels of workloads and schedules.
10. Proven track record of success in setting up new organizations.
11. Ability to think critically and creatively.
12. Proficiency in common computer programs and social media.
13. Strong attention to detail.
14. Strong problem-solving skills.
15. Comfort with working virtually.

Assets

1. College or University degree or demonstrated experience
2. Adobe Suite design applications (i.e. InDesign).

IN SUMMARY

It is anticipated that the position will commence in November, 2021 and consist of 37.5 hours per week for 12 months with a salary range between \$42,000-\$52,000, renewable based on funding and achievements. The NFF is looking for a full-time candidate but is also open to alternative proposals from qualified individuals.

APPLICATIONS

Send your application to nationalfarmersfoundation@gmail.com. Your application should include:

- cover letter explaining why you are interested and what you would bring to this position,
- curriculum vitae, and
- two names of references and their contact information.

Only those selected for an interview will be contacted.