



The Valley Food Partnership is a regional 501(c) 3 not-for-profit charitable organization located in Montrose, Colorado. We are in search of a community-minded team player to work as the Development and Events Coordinator in the Montrose office. Our team's culture is rooted in local agriculture and community wellness. We value diversity, passion for serving others and dedication to improving the lives of our friends, producers, and neighbors. We encourage career and personal development opportunities and a well-balanced family/work life for our employees.

About Valley Food Partnership

Valley Food Partnership's mission is to strengthen the health of the community through strengthening the health of our regional food system – both the local production and the consumption of healthy, fresh food.

We strengthen the local food system and the well-being of the community through:

- Community Education – Providing community awareness, programs, education and involvement that improve access and inspire positive behavioral changes in both consumers and producers
- Strengthening Local Food System Infrastructure – Increasing the capacity of the community food system infrastructure by developing opportunities for improving production, marketing, distribution and value-added capabilities
- Policy – Acknowledging the importance of policy at all levels and maintaining communication with policymakers on food system issues

To learn more, visit our website at www.valleyfoodpartnership.org or visit us on Facebook at: Valley Food Partnership or Growing Healthy Families on the Western Slope group page.

INDEPENDENT CONTRACTOR JOB DESCRIPTION

Position Title: Development and Events Coordinator

Direct Report: Valley Food Partnership (VFP) Executive Director and Event Chairs

Job Purpose: The purpose of this independent contractor position is to: 1) coordinate the annual Western Colorado Food and Farm Forum; 2) coordinate annual VFP fundraising events; 3) provide administrative support in submitting grants; and 4) direct annual donor campaigns.

This contractor must be able to anticipate project needs, discern work priorities, meet deadlines with little supervision, and work well with committees. This individual should have a love for special event management, be an enthusiastic, creative professional able to build relationships with internal and external partners.

Work Description for Western Colorado Food and Farm Forum:

1. Work collaboratively with Event Chair, Steering Committee, and host staff
2. Create and oversee online registration and provide registration updates
3. Implement the marketing plan and manage communications, website, and e-blasts
4. Ensure speaker/sponsor recruitment, space arrangements, and in-kind donor acknowledgements
5. Manage on-site logistics, registrations, load in and load out
6. Create budgets with committee chair, track finances and provide updates
7. Track speakers and sponsors, ensure follow-up, payments, and acknowledgments
8. Track vendors and serve as liaison on event-related matters
9. Maintain data bases; ensure communications are tested
10. Ensure coordination of volunteers and scholarship recipients
11. Ensure local food procurement and catering services
12. Provide progress reports and prepare conference final report

Work Description for Valley Food Partnership:

1. Coordinate annual fund raising
2. Collaborate with planning committee, volunteers, partners, and staff
3. Assist with recruitment and organization of volunteers
4. Work toward the creation of signature and profitable VFP fundraising events
5. Oversee fundraising database and tracking systems with staff
6. Participate in committee meetings and update staff/board as requested
7. Ensure creation of publications to support fund raising activities
8. Spot fund raising opportunities and make suggestions to Executive Director
9. Provide administrative support in submitting grants
10. Direct annual fund-raising drives, including mailings
11. Demonstrate professional conduct and ensure positive relationships with collaborators, partners and donors

Position Conditions: This is approximately a half-time contractor position. The position will be paid commensurate with experience. It is anticipated that the contractor will average approximately 16-20 hrs. of work each week. The continuation of this position is

at the discretion of the Executive Director and is partially determined by continued grants and fundraising success.

Qualifications: The minimum qualifications for this position are:

- Bachelor's degree preferred; significant work experience can substitute
- Ability to accomplish projects with little supervision
- Good communication skills, including writing and proof-reading skills
- Good organizational skills with ability to manage multiple projects and work assignments
- Excellent interpersonal skills both in person and by phone with high professionalism
- Good customer service ethic and high expectations for quality
- Practical experience in organizing events and public relations
- Experience managing websites, registration and data tracking
- Proficient web, digital, social media and technical skills

Compensation Process:

- Submit electronic monthly invoices and time logs to Valley Food Partnership.

Contractor Requirements:

- As an independent contractor, you will be expected to have a registered trade name and provide proof of insurance.
- Contractor will be responsible for own work hours and it is understood that work hours will increase into fall and winter driven by event deadlines.
- Reimbursement for required work will be paid in monthly payments.
- Submit electronic monthly invoices for payment, due to the VFP Executive Director, at the end of each month with time log.
- Comply with the deliverables as outlined within the work expectations defined above.
- Be responsible for your own work space, internet access, land line or cell phone, software packages, and computer.
- Use of VFP conference room will be made available as needed.
- Provide a minimum of a 30-day notice to the VFP Executive Director in the event of any changes in the position.
- All documents, databases, marketing pieces and other items created for any of this contract work remain the property of VFP.
- The position requires the ability to lift 15 to 20 lbs.
- Applicant must have a valid driver's license and reliable transportation.

How to Apply:

Please send your cover letter and resume to info@valleyfoodpartnership.org. In the subject line, type "Development and Events Coordinator". The position will be open until filled. The anticipated start date is May 1, 2019, or earlier if possible.

