



## ROGUE FARM CORPS

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[www.roguefarmcorps.org](http://www.roguefarmcorps.org)

### Co-Executive Director: Development & Communications

#### Organizational Background:

Rogue Farm Corps (RFC) is an Oregon-based non-profit that trains and equips the next generation of farmers and ranchers through hands-on educational programs and the preservation of farmland. RFC was founded in 2004 by a community of Southern Oregon farmers who recognized the need for beginning farmer training and who held a shared commitment to mentoring the next generation. Since then, RFC has evolved to become a national leader in beginning farmer and rancher education, offering a variety of programs designed to train beginning farmers and ranchers at various stages of development so they may feed Oregon's communities and steward our agricultural land. You can learn more about our organization's mission, vision, and programs by visiting [our website](#).

#### About the opportunity:

Rogue Farm Corps recently decided to make an intentional shift towards a shared leadership model that includes two (2) Co-Executive Directors: one position focused primarily on Programs and Operations; and the other focused on Development and Communications. Together, these two positions comprise what can be traditionally thought of as the "Executive Director". In alignment with our [Strategic Plan and Theory of Change](#), this transition represents a step towards building an equitable workplace and culture that honors whole people and supports personal and professional growth. RFC's Board opened these Co-ED positions internally to staff in late 2022, and have filled the Programs & Operations position with an internal candidate.

Our ideal candidate for the Co-ED: Development & Communications position is an experienced development professional who is passionate about building capacity for transformative change in our food system. They bring a demonstrated track record of leading resource development and communications for nonprofit organizations. This person thrives in collaborative environments and is capable of co-leading our team through a highly transformative period. The candidate is a strategic thinker and has experience advancing equity, inclusion and belonging within organizations that are committed to antiracist principles and practices.

#### Commitment to Equity, Anti-Racism, and a Culture of Care:

Our mission is best served when our staff and board represent the diversity of the next generation of farmers and ranchers. We strongly encourage applications from individuals who identify as Black, Indigenous, and/or a person of color, LGBTQIA+, a veteran, immigrant, low-income, or any other identity or group that has been marginalized or underserved in agriculture. RFC is committed to engaging in an ongoing learning process around privilege, power, inequality and systems of oppression, and to using our organizational power to be an agent of positive change. You can learn more about our equity commitment [here](#).

**Position Title:** Co-Executive Director: Development & Communications

**Reports to:** Board of Directors

**Employment Type:** Full time employment; Exempt

**Location:** Oregon (remote / work from home)

**Compensation & Benefits:** Salary is \$70,000. Benefits include flexible work schedule, generous vacation/holiday/sick leave policy, employer-paid health and dental insurance, home office stipend, and 2%

IRA retirement account match. Paid Time Off accrues in the employee's first year at 3.1 Hours per biweekly pay period (equivalent of 10 days PTO / year). The PTO accrual rate increases each year of employment. In addition, 10 paid floating holidays and up to 10 paid sick days are available per year.

**Requirements:** Requires the use of your own personal vehicle (mileage reimbursed), cell phone, and computer (monthly phone and internet stipend provided).

**Timeline:** Applications reviewed on a rolling basis. Application deadline is February 15th.

**Start date:** As early as March 15, 2023.

### **Responsibilities & Duties:**

- Strategic planning (10%)
  - Work with Co-Executive Director: Programs & Operations and RFC Board to coordinate strategic planning and evaluation cycles
  - Responsible for implementing RFC's strategic plan and holding a "bird's eye view," continually assessing the impact and effectiveness of our strategies, seeking external feedback and adapting as needed
  - Build annual fundraising plans and strategy for long-term financial sustainability
- Board management (5%)
  - With Co-Executive Director: Programs & Operations, check in regularly with RFC's board co-chairs to steward the health of the organization
  - Support board recruitment and onboarding
  - Update board members on organizational development, fundraising, and strategic planning
  - Plan board meetings and retreats
  - Help facilitate board fundraising committee
- HR (5%)
  - With board, conduct peer review of Co-Executive Director: Programs & Operations
  - Supervise graphic design and grants contractors, as well as future development staff
- Donor development & business partnerships (25%)
  - Maintain, deepen, and build relationships with RFC's donors and business supporters
  - Design and execute spring and end of year fundraising campaigns
  - Organize fundraising & "friendraising" events
  - Facilitate internal conversations on community-centric fundraising principles
  - Work with Co-Executive Director: Programs & Operations to plan external messaging & communications
- Grant writing & reporting (40%)
  - Research new funding prospects
  - Build relationships with funders
  - Write and secure grants (approximately 25 proposals per year)
  - Lead the writing and submission of grant reports
- Lead messaging and communications work in collaboration with Co-Executive Director: Programs & Operations (15%)
  - Develop media talking points and field media interviews
  - Coordinate monthly e-news
  - Make updates to RFC's website
  - Work with staff and graphic designer to develop RFC's Annual Report and print newsletters
  - Work with program staff to coordinate social media

## Required Competencies

1. Commitment to RFC's mission, vision and values.
2. Excellent written and verbal communicator
3. Experience working in a non-profit organization
4. Demonstrated experience and success with grant writing and reporting
5. High level of organization and attention to detail
6. Experience writing and/or coordinating organizational communications
7. Ability to work independently and as part of a collaborative team environment
8. Understanding of and commitment to social justice, including anti-racism and principles of diversity, equity, and inclusion
9. Knowledgeable about communications and social media practices
10. Ability to use online applications including email, calendar, database, Google Drive, Google Docs, Google Sheets, Mailchimp, and social media platforms

## Preferred Qualifications

1. Experience writing, reporting, and administering government grants
2. Experience creating and implementing donor engagement and business support strategies
3. Demonstrated ability to develop and operationalize strategies that have taken an organization to the next stage of growth
4. Knowledge of and/or experience with farming and food systems
5. Comfortable speaking / presenting to a group, a skilled facilitator
6. Experience strategically managing social media for an organization
7. Experience with event planning

## Working Conditions

1. The Co-Executive Director can expect a flexible work schedule that will include some occasional evenings and weekends. Requires an average of 40 hours/week with some fluctuation throughout the year.
2. All of RFC's staff work remotely, connecting with other staff via Zoom video conferencing, email, messaging, and conference calls. A reliable internet connection and phone service are necessary (technology stipend is provided). A home office is recommended as no office is currently provided.
3. Must be self-directed, excellent with time management, and have experience working independently.
4. Occasional travel is required for events, meetings, and organizational retreats (travel expenses are reimbursed and costs of lodging are covered).

## Evaluation/Trial Period

The first six months are a probationary period. The RFC Board of Directors will conduct a performance review when this period comes to a close.

## Apply

Please apply by emailing your cover letter and resume as one PDF file to [maiaflarson@gmail.com](mailto:maiaflarson@gmail.com) with "Co-ED: Development & Communications" in the subject line.

Please also attach one writing sample. You do not need to write anything new for this application; instead please share something you have already written (grant proposal or other). The writing sample does not need to be related to agriculture or food systems.

In your cover letter please address the following questions and anything else you feel would be helpful to the hiring committee. **Please keep cover letters to 2 pages maximum.**

- 1) Why do you want this job and what would you bring to this position/organization (lived experience, values, vision)?
- 2) Please describe your experience with fundraising and communications.
- 3) Describe any experience you may have with farming or food systems work.
- 4) What does justice and/or equity in the food system mean to you? What is your experience with systems of power, privilege and oppression?

**Application deadline is February 15th.**

*Rogue Farm Corps is an affirmative action/equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression*