



**Oregon Farm to School and School Garden Network (OFSSGN)  
Director of Finance, Fundraising and Operations  
Job Announcement and Position Description**

Join the OFSSGN staff, and play a key role in advancing our vision: to ensure that every child in Oregon has access to nourishing, culturally relevant local food and that students of all ages are provided regular hands-on opportunities to connect with and learn about food and where it comes from.

**Who We Are**

The OFSSGN connects and supports members of Oregon's farm to school community to create a just and equitable food system that provides access to healthy, local school meals and food, farm and garden education. We provide resources, technical assistance, training, networking and policy advocacy, to build a stronger farm to school movement in Oregon. Our Network is made up of over 1600 participants including school districts, food producers, non-profit organizations, public agencies, and others involved with farm to school and school garden programs in Oregon.

**Position Description**

This position is responsible for the fiscal health of the organization.

This is a Co-Director position, which is a team role with the Director of Programs.

This position is part-time, 30 hours per week.

**What we're looking for**

The ideal candidate will have extensive experience with development, fundraising, and financial management and a commitment to supporting healthy local food systems and diversity, equity, inclusion and social and racial justice. We're looking for someone with:

- Experience and comfort with fundraising
- Experience with grant writing and grant management
- Experience with financial management
- Experience managing organizational or large program budgets of at least \$300,000
- Strong communication skills both written and verbal
- Strong organization skills, time management and excellent attention to detail
- A commitment to diversity, equity, inclusion and social and racial justice
- Ability to prioritize and to monitor and meet all deadlines
- Proficiency with Microsoft Office Suite (Word and Excel) and Google docs and sheets

## **Responsibilities**

### Development:

- Create and maintain a development plan in collaboration with Fundraising Committee and Co-Director: Director of Programs to ensure adequate funding for OFSSGN's programs and operations.
- Prospect, secure and manage grants from foundations, and state and federal agencies, including:
  - Stewarding and growing partnerships with foundations, state, federal agencies and other potential funders
  - Drafting budget and organizational background for grant proposals
  - Coordinating with staff and a large and diverse array of partners on grant proposals and reports
  - Reviewing and submitting grant proposals in coordination with fiscal sponsor
  - Communicating with existing funders including any projechanges or extensions
  - Monitoring project budgets with Director of Programs
  - Submitting grant reports in coordination with fiscal sponsor
- Steward and grow community and corporate partnerships, including:
  - Soliciting membership dues from organizations and businesses
  - Soliciting business and organizational sponsorships for events and organization
  - Solicit donations from individual donors as they arise
- Coordinate with Director of Programs and Fundraising Committee to ensure alignment of development and fundraising efforts with organizational strategy

### Financial oversight

- Provide financial oversight for organization in coordination with Finance Committee
- Draft OFSSGN's annual organizational budget for approval by Finance Committee. A large portion of OFSSGN's annual budget is contractual funding to program partners.
- Monitor and manage OFSSGN's approved organizational budget, ensuring the organization operates within budget guidelines
- Monitor OFSSGN's project budgets in coordination with Director of Programs
- Monitor grant balances
- Monitor and approve expenditures
- Maintain sound financial practices in coordination with Administrative Coordinator
- Convene and present financial reports and draft budgets to Finance Committee

### Organizational Operations

- Jointly, with fiscal sponsor, conduct official correspondence of the organization and execute legal documents
- Review contractual agreements in coordination with Director of Programs
- Approve and submit staff timesheets to fiscal sponsor
- Support staff performance evaluations

**Hours, location and start date**

Hours: 30 hours per week (.75FTE)

Start date: June 15, 2021

Location: The OFSSGN's staff work remotely in locations throughout Oregon. This position will be remote, from any location within Oregon with reliable phone and high-speed internet and a functional office space.

**Compensation and Benefits**

Compensation will be determined depending on experience, with a starting salary ranging from \$42,000-\$44,250 for a 30 hour per week position (equivalent to \$56,000-\$59,000 full time). This is considered a permanent position but is dependent on having funding available in the OFSSGN's budget. We have a generous paid-time-off (PTO) and holiday policy.

Employees working 30 hours or more per week are eligible for health and dental benefits. We offer a SIMPLE IRA with employer match. Reimbursement is available for home/office space and a portion of phone/ internet costs required for the position.

Diversity among our staff is a priority for the OFSSGN. Black, Native American, and people of color, women, LGBTQ2SIA people, religious minorities, recent migrants/refugees, differently abled, and applicants from all generational and economic backgrounds are strongly encouraged to apply. Lived experience is valued and will be equally valued to higher education. The OFSSGN is an equal opportunity employer and does not discriminate in its employment decisions. The OFSSGN provides reasonable accommodations to applicants and employees. Applicants with disabilities may request a reasonable accommodation at any point in the employment process.

**Application Instructions:**

Submit the following materials, combined into one document and saved as a PDF file:  
Cover letter describing your interest in position and highlighting your relevant experience.

Resume

A qualifications document explaining how you meet each of qualifications below:  
(numbered and in this order, please)

1. Familiarity with Oregon's farm to school and school garden programs
2. Strong communication skills both written and verbal
3. Experience and comfort with fundraising
4. Experience with grant writing and grant management
5. Experience with financial management
6. Experience managing organizational or large program budgets of at least \$300,000
7. A commitment to diversity, equity, inclusion and social and racial justice
8. Strong organization skills, time management and excellent attention to detail
9. Ability to prioritize and to monitor and meet all deadlines
10. Proficiency with Microsoft Office Suite (Word and Excel) and Google docs and sheets

Submit your application by email to [megan@oregonfarmtoschool.org](mailto:megan@oregonfarmtoschool.org) with Co-Director  
Position in the subject line, by May 3rd at 10:00pm