



# CALIFORNIA FOOD & JUSTICE COALITION

## POSITION AVAILABLE

### Seeking Director

**Deadline: Applications Reviewed on an ongoing basis. Position open until filled. Preferred (but flexible) start date November 1, 2008.**

CFJC is a statewide membership coalition committed to the basic human right to healthy food while advancing social, agricultural and environmental justice. CFJC collaborates with community-based groups in the state to develop and carry out advocacy, educational and organizing campaigns that support grassroots solutions. We envision a California food system in which all activities, from farm to table, are equitable, healthful, sustainable, regenerative and community-driven. CFJC is a fiscally sponsored organization of the Ecology Center and operates under the Ecology Center's administrative policies and procedures.

CFJC is the only grassroots coalition engaged in statewide food system reform in California. The coalition consists of small grassroots groups engaged in food system reform in primarily urban and limited resource communities. We work closely with other constituencies, including anti-hunger, faith, public health, small farming, environment and many others. CFJC is guided by a 15-member steering committee that is democratically elected by our members and members set our priorities.

Since 2003 CFJC has built a diverse network of advocates to work together to promote a just and sustainable food system. CFJC's most recent campaign was focused on building support for local food systems, increasing access to healthy food in all communities, and reforming unjust commodity subsidy programs through the 2008 Federal Farm Bill. In 2008 CFJC also launched a training and mentorship program that provides resources, training and in the future, one-on-one technical assistance, to grassroots organizations in organizing local food projects and advocacy campaigns in their communities.

CFJC is hiring a full-time director whose responsibilities will include both administrative leadership (60%) and implementing programs (40%). The Director will be the sole CFJC staff when hired, and work with the CFJC steering committee to bring on additional staff in the first year. In the first year the director will be responsible for initiating a new advocacy campaign, carrying out trainings as part of CFJC's training and mentorship and hiring staff and fundraising to implement programs.

#### **RESPONSIBILITIES**

CFJC is looking for a dynamic, motivated and entrepreneurial individual who will work with the CFJC steering committee to build and grow the Coalition. The position requires a diverse skill set and the ideal candidate would possess a range of skills in organizational development, policy advocacy, and program development.

#### **Specific responsibilities to include:**

- Initiate and coordinate fundraising efforts to support and grow CFJC programs – includes grant writing, building a dues-paying membership base, event planning and donor recruitment.
- Work with steering committee and members to develop and monitor organizational priorities and work in accordance with goals set in CFJC's strategic plan.
- Work with CFJC Steering Committee to transition CFJC into an independent organization supported by an active board.
- Provide staffing to the Steering Committee and its sub-committees, coordinating communication and assisting in new member recruitment
- Coordinate CFJC outreach and organizing efforts to expand coalition membership and build

partnerships.

- Hire and supervise CFJC staff, interns and contractors.
- Manage communication with statewide members and partners.
- Manage organizational systems, including a contact database, list serve and website management.
- Develop and monitor program budgets in coordination with CFJC steering committee, and review financial reports.
- Ensure compliance with and timely reporting on all CFJC contracts.
- Coordinate advocacy campaigns and organizing efforts on public policy issues as identified by members and steering committee.
- Coordinate training and technical assistance program as outlined in strategic plan
- Conduct public speaking and public relations on behalf of the coalition and its campaigns as needed and/or requested.

## **QUALIFICATIONS**

- Minimum of three (3) years in a nonprofit management and/or administrative role, including experience with budgeting and fiscal management.
- Bachelor's Degree or equivalent professional experience required.
- Substantive knowledge of community food security, local food systems, urban agriculture, sustainable agriculture, family farm, or anti-hunger fields in California
- Experience with fundraising and development (e.g., donor development, grant management, grant proposal writing, special events).
- Human Resource experience including hiring/firing staff and interns, mentoring and evaluating.
- Possess a combination of experiences in program development, outreach, community organizing, and public speaking, including experience planning participatory educational events and coordinating policy campaigns or doing political organizing.
- Able to work some weekends and evenings and to travel to conferences and workshops around the state and possibly country as needed
- Excellent written, oral communication, networking, negotiation (conflict management and resolution), and presentation skills.
- Ability to work on advisory committees, task forces, and external coalitions, and take on effective leadership roles.
- Excellent office management and computer literacy (IT) skills (including MS Office applications, FileMaker Pro database, internet research).
- Fluency in Spanish desirable, but not required.
- Candidates must have the ability to work with diverse groups, be sensitive to issues of race, class, and gender, and demonstrate experience working with oppressed communities and diverse constituents.

**LOCATION** Preferably in N. CA (Bay Area or Sacramento) but all CA locations will be considered.

## **COMPENSATION**

Salary level depends on experience and qualification (\$45,000 – 50,000). Benefits include medical and dental insurance, vacation, sick leave, major holidays, and retirement plan.

**HOW TO APPLY:** Please email (preferred) or fax cover letter, résumé and 3 references to Heather Fenney at [Heather@cafoodjustice.org](mailto:Heather@cafoodjustice.org) or fax to 510-548-8896

CFJC is an Equal Opportunity Employer. We consider all applicants without regard to race, age, gender, sexual orientation, national origin, religion, military status, pregnancy, or disability. Women/People of color/LGBT applicants encouraged to apply.



sit [www.CAFoodJustice.org](http://www.CAFoodJustice.org) for more information