

Events & Volunteer Coordinator

Who We Are

Since our founding in 1991, The Food Project has grown into an internationally recognized nonprofit organization that works at the intersection of youth, food, and community. For 28 years, youth and adults from diverse backgrounds have come together to produce healthy food for residents of the city and suburbs and build local, sustainable food systems. Each year, 120 youth work in crews with our staff to farm on 70 acres in eastern Massachusetts in the suburban towns of Beverly, Lincoln, and Wenham and to partner with our neighbors in Lynn and Boston's Dudley neighborhood to create the food system they imagine. We believe that food is a unique vehicle for creating personal and social change. Nothing else ties us so intimately to each other and to the planet we share, affecting our health, the climate, and culture. Moving into the future, our goal is to transform the food system into a more just, community-engaged model, that supports food security for all.

The ideal candidate is detail-oriented and a self-starter, who works with rigor, care, and accountability. The Events and Volunteer Coordinator will be responsible for events such as our annual fundraising gala, the Big Shindig, and Farm Lunches throughout the summer. Additionally, this person will schedule, welcome, lead, and thank around 2,000 volunteers from corporate and community groups each year. This position reports to the director of development.

What You'll Be Doing (this position)

Events (50%)

- Lead the Development and Communications team in the successful planning and execution of stewardship, cultivation, and fundraising events, including Farm Lunches and the annual Big Shindig fundraiser for 300+ guests
- Create and maintain an annual events calendar and associated production schedules
- Write event outlines, schedules, and scripts
- Manage and support event committees in partnership with the development staff, Board and committee members, and sponsors
- Partner with Development staff to ensure that all events meet fundraising and outreach goals, with a specific focus on increasing sponsorships from corporations and individuals.
- Manage event budgets:
 - Create and adhere to project budgets and track ROI
 - Liaise with committee chairs when appropriate
- Coordinate and manage event vendors including printers, venues, A/V companies, and caterers
- Coordinate and book travel, accommodations, and food



- Maintain accurate and updated guest lists and registrations in Raiser's Edge database
- Oversee activities day of event
- Liaise with and steward sponsors and maintain up to date contact information
- Work with communications to develop and execute public relations, publicity, social media, and advertising campaigns
- Design and offer events/opportunities to engage corporate groups (e.g. Lunch & Learns)

Volunteers (50%)

- Serve as a primary contact and logistical coordinator for volunteer groups and individual volunteers
- Recruit and schedule new and existing volunteer groups in support of strategic goals and in fulfillment of sponsorship benefits
- Manage day-to-day operations of Serve & Grow with staff coordinators and farm managers
- Build relationships with volunteer groups (corporations, schools, community groups, and others) through subsequent volunteering, sponsorships, and donations—occasionally working with and welcoming volunteer groups on the farm
- Work with development and agriculture staff to collect and analyze data about volunteer participation and donations
- Facilitate special farm-based volunteer events

All About You (qualifications)

- You've got a bachelor's degree or the equivalent life experience
- You have experience running events of different sizes and with different outcomes
- You have experience managing volunteers and large-scale events, including those with event committees and fundraising goals
- You are an excellent communicator both verbally and in writing
- You have the ability to work under pressure and meet deadlines
- You have experience working with outside vendors and maintaining production schedules
- You can perform multi-level tasks in a fast-paced and rapidly changing environment
- You're flexible with time and have the ability to work outside the usual 9 – 5
- You have an appreciation for fundraising and want to learn more about it
- You can drive, walk, bike, skateboard, ski, or take the commuter rail to our three offices in Dorchester, Lincoln and Lynn
- You are organized and can manage your time effectively
- You enjoy working collaboratively and independently and take initiative to make things better and get projects done
- You have an outstanding attention to detail and can spot a typo from a mile away



- You are willing to share your favorite zucchini recipe when our staff CSA farm share becomes overwhelmed with summer squash

Compensation

This is a full-time position with a salary commensurate with experience and skills. This position is eligible for health insurance benefits, paid vacation and holidays, and other benefits, including a free CSA farm share.

Recruitment Process

We will review all submissions, identify viable candidates and contact those individuals selected to continue in the search process. The position will be filled when the desired candidate is found. Please send résumé and cover letter via email to:

jobs@thefoodproject.org. In the subject line, write your name and the position for which you are applying, e.g. "Jordan Smith – Events & Volunteer Coordinator." Additionally, please be sure to include your name in the title of both your résumé and cover letter.

The Food Project is an Equal Opportunity Employer that is committed to creating an inclusive workplace.

