

What We Seek

The Food Project seeks a self-directed, proactive person with a hospitality mindset to play an important role supporting our community engagement efforts. We're looking for a team player who can flex between strategic thinking and hands-on execution, shares our commitment to equity and inclusion, cares about the details, and has a can-do attitude.

Reporting to the Director of Donor Engagement, you will collaborate with other team members (development, communications, programming, agriculture) to ensure that we successfully build and steward relationships with our supporters, alumni, and volunteers. You will oversee logistics for our series of annual events: fundraisers, donor engagement, and public programming. With guidance from the Director of Institutional Relations, you will help us build and oversee logistics for a robust farm-based volunteer program that engages both corporate and individual volunteers each spring and fall.

Responsibilities

Event logistics (45%)

- Manage planning and day-of logistics for annual series of public-facing events
- Write event outlines, schedules, and scripts, updating existing event management plans
- Update and track event budgets in Excel
- Track invitation responses and registrations in Salesforce
- Manage promotion with Communications team, including invitations, emails, and social media
- Manage event vendors
- Steward relationships with event sponsors, including providing benefits
- Communicate with guests, as needed, before and after events
- Create and maintain a comprehensive annual events calendar for the organization, with associated production schedules

Volunteer management (35%)

- Serve as a primary contact and logistical manager for volunteer groups (Serve & Grow) and individual volunteers
- Recruit and schedule new and existing volunteer groups
- Manage day-of logistics on our farms for group volunteer workdays
- Welcome and work alongside volunteer groups on the farm
- Steward volunteer relationships by updating participant data, sending thank you notes, surveys
- Collect and analyze data about volunteer participation and donations



The Food Project

The Food Project (TFP)

TFP Values

Diversity, Inclusion, Belonging, Equity (DIBE)

Land Acknowledgement

Position:

Events & Volunteers Manager

Salary Range:

\$48,000 to \$55,250

Employee Benefits

Administration (10%)

- Budget, Annual Planning, Data Collection and Input - oversee respective budgets, build respective annual plans, review variance reports, data collection and entry, finance allocation, and Paychex management.
- Recruitment - build, maintain and implement respective recruitment processes for ongoing full time and seasonal positions amongst the team as necessary.
- Meetings - Participate in all-staff meetings, training, and provide cross-department support.

Organizational Health (10%)

- Participate in our justice, equity, diversity, and inclusion initiatives.
- Prepare and participate in structured, regular feedback sessions.
- Participate in all-staff meetings, team meetings, and provide cross-department support.
- Participate in annual planning, budgeting, and performance review processes.
- Perform other duties as needed, within capacity.

Qualifications:

We're looking for an individual who is excited about The Food Project's mission, and who is motivated to help us engage others more deeply in our organization through events and volunteerism. Someone who has project management experience and skills related to community and/or alumni engagement, hospitality or donor relations is likely to be a good fit for this role.

Preparation, Knowledge, Previous Experience

- 2 years of project management experience: first-hand involvement in initiating, planning, executing, and monitoring projects
- Demonstrable interest in donor, alumni, volunteer, and community engagement
- Experience leading groups safely and productively
- Experience working in multicultural community settings
- Proficient in Google applications and Microsoft Office Suite

Skills, Abilities, Competencies

- Consistent attention to detail
- Excellent interpersonal communication skills, written and oral, and energy for engaging people.
- High degree of professionalism in interactions with donors and colleagues
- Comfort with a hybrid work environment, working independently either in a TFP office or from home
- Committed to contributing to our organizational culture of learning and well-being
- Committed to values of diversity, equity, belonging, and inclusion
- Comfort with learning and using an online database (e.g. Salesforce)

- Dependable, responsible, flexible and open to learning
- 21+ with a valid driver's license and clean driving record (required for use of TFP vehicles)
- Able to pass a CORI/SORI background check

Don't have every qualification? We are committed to building a diverse and inclusive organization. If you are excited about this role but your experience doesn't align perfectly with the job description, we encourage you to apply anyway. We anticipate supporting your professional development.

Location & Schedule

At times we spend at least three days per week in our offices but it is all in accordance with your work responsibilities. Each of our three offices is accessible by public transportation. However, our events are based on farms, and you must be able to provide your own transportation in order to travel to events, as needed, in Boston, Lynn, Wenham, and Lincoln. The vast majority of our in-person events are scheduled between April and November. There are occasional evening and weekend responsibilities.

Recruitment Process

Please send resume and cover letter via email to: jobs@thefoodproject.org. In the subject line, write your name and the position for which you are applying, eg: "Jordan Smith – JOB TITLE".

We will review all submissions, identify viable candidates and contact ONLY those individuals selected to continue in the search process. The position will be filled when a desired candidate is found.

The Food Project is an Equal Opportunity Employer that is committed to creating an inclusive organization. We actively seek a diverse pool of candidates for this position.