

# Mile High Farmers

## POSITION ANNOUNCEMENT

---

### **Development & Outreach Coordinator**

Mile High Farmers (MHF) is a grassroots organization for farmers and farmer advocates in the Denver Metro Area. MHF is also a co-chapter of Rocky Mountain Farmers Union (RMFU) and the National Young Farmers Coalition (NYFC). Both organizations have a regional and national scope that offer a wide range of resources to chapters, including leadership development, outreach and publicity, engagement in statewide issues that affect agriculture, and the opportunity to connect in meaningful ways with farmers across Colorado and across the US.

We are seeking a part-time Development and Outreach Coordinator to help Mile High Farmers grow its capacity for fundraising, education, policy work, strategic partnerships, project management, land access, membership, outreach, and general organization. This position includes duties that intersect different points of Mile High Farmers' capacity building needs as we grow and respond to the current COVID crisis. This person will work with the Executive Committee to achieve the goals of the organization. The individual we are seeking must be interested in farming and food justice, be self-driven, highly organized, and bring an equity perspective into the work they do and the ways they interact with Mile High Farmers.

#### **Qualifications:**

1. Ability to manage the budget and fundraising of a small and growing non-profit (with a budget up to \$50,000) in order to achieve clear and measurable goals, including grants and philanthropic support, corporate partnerships and fundraising events.
2. Able to articulate why the mission, vision, and work of MHF matter. Some knowledge of community-centered food systems and farming, and passion for helping develop a more sustainable and just local food system.
3. Community organizing and/or program development experience.
4. Ability to work as a team player, with people from diverse backgrounds, including people of different cultures, etc.
5. Strong organizational and analytical skills.

# Mile High Farmers

## POSITION ANNOUNCEMENT

---

6. Strong communication skills including public speaking, verbal, and written communication.
7. Willingness to take initiative and manage multiple tasks. Pragmatic and outcome-driven, yet positive and forward thinking.
8. Understanding of social media and technology; proficiency in Microsoft Word, Excel, Google Drive, Wix websites, and database management; marketing and design experience helpful but not required.
9. Experience working with minimal supervision outside of a traditional office setting. Flexible schedule including working some nights and weekends.
10. Preference will go to local residents rooted in the metro-Denver community.

### **Duties include:**

1. Manage the MHF email account (2-3 hours/week):
  - a. Respond to inquiries
  - b. Send emails out to the membership list and committee co-chairs
  - c. Manage database and directory of member farms & contact info
  - d. Relay messages from membership and committees to leadership and vice versa
  - e. collect job and educational resources to send in bi-weekly newsletter
2. Manage the MHF Google Drive (information database) (1-2 hours/month)
  - a. Folders and information database for each committee
3. Organize and facilitate meetings
  - a. Work with Leadership Team to schedule and determine location for leadership and general membership meetings, committee meetings as needed.

- b. Attend all meetings: manage attendance tracking, record notes at the meetings, upload notes to MHF Google Drive.
  - c. Share notes with membership, and representatives from RMFU and NYFC to ensure timely communication as well as partner contributions.
  - d. Assist with event planning and management, including helping Producers Summit Steering Committee organize annual Producers Summit event.
- 4. Manage the MHF website and maintain pages such as:
  - 1. Farm Partner directory
  - 2. Meeting & News updates
  - 3. Committee & Leadership information
  - 4. Other pages and new content as needed
- 5. Assist with fundraising and budget management
  - a. Manage grant database for MHF
  - b. Assist in researching and organizing grants that are relevant to MHF, and assist Executive Committee in compiling and submitting grant applications in a timely manner.
  - c. Assist in compiling information for grant reports and ensuring reports are submitted in a timely manner
  - d. Assist individual Mile High Farmers in answering questions or connecting them with technical assistance relevant to funding opportunities.
- 6. Assist with crafting and updating organizational documents
  - a. Chapter bylaws, guiding principles, roles and responsibilities of leadership team and committees
  - b. Agreements with partners (i.e. NYFC, RMFU)

**Time Commitment**

An average of 12-20 hours a week, including some evening meetings and weekend events. This position is funded for three months with the possibility to extend.

**Compensation** for this position is \$20 an hour.

**Commencement:**

This is a contract position beginning late May 2021.

Please send a letter of interest and resume to [milehighfarmers@gmail.com](mailto:milehighfarmers@gmail.com) and complete the application found [here](#) . Application materials will be reviewed on a rolling basis as they come in; the priority application deadline is May 21st, 2021