

## **F.R.E.S.H. New London (Food: Resources, Education, Security, Health)**

c/o Gemma E. Moran/United Way Labor Food Center, P.O. Box 429, 374 Broad St, New London, CT 06320  
[www.freshnewlondon.org](http://www.freshnewlondon.org)

### **FRESH Mission**

Our mission is to encourage and empower broad participation in the hands on transformation of our food system from what it is to what it ought to be: healthy, just, sustainable, accessible, productive and beautiful!

### **FRESH Vision**

*We envision broad participation in and universal access to a robust, productive, equitable, healthful and sustainable local food system in New London, Connecticut. Practical agricultural projects will proliferate in our county; these will be vibrant and varied and well supported. They will include enterprises from seed to plate to generate money and jobs, education and wellness and all of these for public health, community development, social justice and ecological stewardship. Healthy food will become the norm in our community: wholesome food and the skills and information for best use will be common.*

*Resources and opportunities to access this food and to build related skills will be universal.*

### **FRESH Core Values**

- \* Social Capital - the Strength We have Together \*
- \* Knowledge and Awareness of the Food System \*
- \* Investment in The Future \*
- \* Social Justice \*      \* Sustainability\*

**Position Title:** *FRESH Managing Director*

**Status:** Full time

**Reports To:** FRESH Strategic Director and FRESH Advisory Board

**Supervisory Responsibilities:** Supervisory responsibilities of Administrative Support Staff and Interns will vary season to season, and may include Volunteers, Interns, Easter Seals SCSEP employees, Ameri-corps, Public Allies or Vista positions.

**Job Overview:** The FRESH Managing Director (MD) is half of the executive team of FRESH New London, providing management of Fund Development, Organizational Administration, Public Relations and Communications. The MD works closely with the Strategic Director (SD) on Fund Development and Fundraising activities; the MD takes primary responsibility for grant writing and grant management, as well as coordinating fundraising calendars, donor mailings and identifying new funding sources. The MD will support and advise the SD on the yearly Operational plans for the organization. The MD manages, with collaboration and support from Third Sector New England (Fiscal Sponsor of FRESH) staff, the Financial Administration and Human Resources Administration of FRESH. The MD coordinates seasonal communications and public relations activities. The MD communicates with and is guided by the FRESH Advisory Board and the Strategic Director.

### **Key Job Elements:**

- Fundraising & Development Activities:
  - Grant Writing and Management
  - Donor Mailings
  - Identification of New Funding Sources
  - Development of Funding Strategies
  - Planning, Goal-setting, Time Management and Calendar Development for Yearly Fundraising Activities and Strategies
  - Identifying Goals and Fundraising Plan for raising all Staff Salaries
- Financial Administration:
  - Communication with TSNE Accountants
  - Submitting Invoices
  - Managing and Tracking Budgets
- Human Resources Administration:

- Facilitating Weekly Staff Meetings
- Timesheet & Payroll management for FRESH staff
- Recruitment of new staff, including development of job descriptions, posting job openings, screening resumes, scheduling interviews, assisting with interviews
- Coordinating orientation of new hires
- Working with FRESH Staff & New London Office of Youth Affairs on youth employment opportunities
- Public Relations & Communications:
  - Managing bi-annual FRESH Newsletter
  - Maintaining FRESH Data-base and Mailing List
  - Developing Appeal Letters
  - Coordinating Publicity Efforts through email, print, TV, radio and other venues
- Supervision: of seasonal and temporary administrative support staff and interns, volunteers and other interns as needed

**Special Requirements: Work in office and occasional field setting. Occasional weekend and evening hours.**

**Qualifications:**

- A minimum of 5 years of non-profit fund development or financial management experience.
- Degree in business, financial or non-profit management or a related field preferred.
- Significant experience with fundraising and development (such as donor development, grant management, grant writing, special events).
- Excellent Communication Skills: written, oral, networking, conflict management and resolution, ability to plan and run effective meetings.
- Staff Management experience preferred, including recruitment, hiring, mentoring, supervision and evaluation.
- Strong Office Management and Computer Literacy (IT) skills (including Microsoft Word, Excel and Publisher applications, internet research)
- Substantive knowledge of community food security, local food systems, sustainable agriculture or community development
- A deep commitment to the FRESH Mission, Values and Vision.
- Experience working with culturally diverse communities.
- Experience working with Youth and Youth development is preferred.
- Commitment to making positive change in New London; familiarity with New London or the region is preferred.
- The qualities of maturity, great attention to detail, self-motivation and confidence.
- Desire and ability to work in a highly collaborative work environment.

**Salary & Benefits: Starting Salary of \$36,000 - \$40,000 per year (commiserate with experience); salary can grow upon meeting fundraising goals, which include raising salaries of all FRESH Staff. Full benefits package.**

**Application Deadline: August 8<sup>th</sup>, 2010**

**Anticipated Start Date: between October 1 – 15<sup>th</sup>, 2010**

**To apply:**

Please send cover letter and resume by email or fax to:

Emily Lerner

[freshnewlondon@hotmail.com](mailto:freshnewlondon@hotmail.com)

phone: 860-444-8050 x.14

fax: 860-444-8053 – Attention: FRESH /Emily Lerner