



## Development and Communications Manager

**Position Hiring Immediately**

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**Posted April 7, 2022**

Apply at [jobs@mocofoodcouncil.org](mailto:jobs@mocofoodcouncil.org)  
[www.mocofoodcouncil.org](http://www.mocofoodcouncil.org)

MCFC is the primary convener of businesses, nonprofits, government agencies, and residents around food system issues in Montgomery County, connecting 2,000+ partners in education, advocacy, and collaboration building initiatives. Our work cultivates a more resilient, sustainable, and equitable local food system by enhancing food access for the 100,000+ residents at risk for hunger, expanding food education for residents, supporting County farms and food/beverage businesses, and addressing the environmental impact of local food production, distribution, consumption and recycling.

### Position Overview

We seek a self-motivated, skilled, experienced, and goal-oriented professional dedicated to advancing the Food Council's development and communications priorities. Specific work would be to conduct donor and grant research, write donor briefs and conduct donor outreach, cultivate individual donor relationships, provide development and communications training and resources to the Food Council Board of Directors, and provide strategic direction and editorial content for the Food Council's communications channels. This is a part-time position, with some required evening and weekend meetings, which may be filled by a new staff member or a contractor. We intend to fill this position as soon as possible, ideally with a start date in late Spring 2022.

The MCFC staff is a small team of 11 that collaborates closely with 25 volunteer Council Members and 400+ active working group partners. MCFC strives to cultivate a collaborative, supportive, and transparent work environment where all employees and contractors have opportunities to develop and apply new skills, independently shape and implement initiatives, and build partnerships with broad and diverse community stakeholder groups.

### Responsibilities include, but are not limited to, the following areas:

- Cultivating relationships with donors by proactively building relationships on behalf of the Food Council with individual donors and prospective donors and the broader community of supporters through one-to-one meetings, calls, email, and events
- Researching grant opportunities (including government and private grants), writing Food Council proposals, and coordinating collaborative proposals with community and partner organizations.
- Creating fundraising tools and resources for Food Council Board Members.
- Providing/facilitating educational opportunities for Food Council Board Members related to fundraising, development and communications.
- Strategically directing all written, visual & digital communications, and overseeing the Communications Coordinator in the creation, design, and production of all communications

- Leading the creation of the Food Council Annual Report
- Stewarding the Food Council's brand & web presence and ensuring the most compelling case for our work.
- Other duties as assigned

**Requirements:**

- Passion for development and communications work
- Bachelor's Degree or equivalent
- 5-10 years of demonstrated nonprofit fundraising and communications success
- Excellent verbal and written communication skills, including public speaking and presenting
- Strong time management skills with a proven ability to meet deadlines and multitask
- Exceptional organizational and administrative skills, and a strong attention to detail
- Ability to think creatively and strategically
- A self-starter with ability to take initiative
- Experience with Wordpress, MailChimp, social media platforms (including Facebook, Twitter, Instagram, and LinkedIn) and Canva
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills, with the ability to prioritize tasks and delegate them where appropriate
- Cultural competency and ability to work effectively with a diverse community of stakeholders
- Proficiency in Microsoft Office Suite and Google Drive a plus
- Understanding of and experience with food system initiatives a plus

The successful candidate will be expected to provide their own computer with Internet and printer, mobile telephone for communication, and reliable transportation. Access to an automobile is recommended but not required. Staff members are eligible to be reimbursed for mileage and/or transportation costs incurred for meetings and events, and to receive benefits which include generous paid time off, matching SIMPLE IRA, reimbursement of eligible healthcare expenses through an employer-funded Healthcare Reimbursement Account, a technology stipend, and paid medical leave. Contractors are not eligible for benefits. Compensation is \$30-\$40/hour, commensurate with experience, type of employment (staff or consultant), and the number of hours committed per week.

**Application Process:**

To apply, please email a cover letter and resume to [jobs@mocofoodcouncil.org](mailto:jobs@mocofoodcouncil.org) by May 20th with the subject line "Development and Communications Manager." Cover letters should include a summary of the candidate's development and communications experience and successes, and whether they would like to be considered as a staff member or contractor. No phone calls please.

The Food Council is committed to building equity in a food system that has, since its very beginning, established and reinforced structural racism and social injustice. We strive to create and strengthen pathways for those who have been marginalized by our food system to direct the policies and programs that will build a more equitable system. The MCFC prioritizes the expertise and leadership of people of color in facilitating systems change and building a team that reflects the diverse population of Montgomery County's communities. We actively encourage and seek applications from Black, Indigenous, and people of color and members of the lesbian, gay bisexual,

and transgender community. We also encourage applications from people with these identities or who are members of other marginalized communities. The MCFC is an equal opportunity, affirmative action employer, and is firmly committed to a policy against discrimination based on age, sex, race, religious creed, sexual orientation, gender identity, disability, or ethnic or national origin.

Learn more about the Montgomery County Food Council at: [www.mocofoodcouncil.org](http://www.mocofoodcouncil.org).