The Conservation Fund ("TCF" or the "Fund") is a nonprofit conservation organization dedicated to the dual mission of protecting America’s most important land, water, and natural resources while also supporting economic growth in communities. Top-ranked for efficiency and effectiveness, we have worked in all 50 states to protect over 8.5 million acres of land since 1985. To learn more about TCF, visit [www.conservationfund.org](http://www.conservationfund.org).

Established in 1991, TCF’s Resourceful Communities (TCF/RC) works with economically- and socially-distressed communities, particularly communities of color, to build capacity to achieve locally-driven solutions to community challenges. We advance community economic development and environmental stewardship through direct technical assistance, networking and small grants. Our faith-and-food focused work has helped hundreds of churches across rural North Carolina engage more effectively in their local food systems. For more information, visit [https://www.conservationfund.org/our-work/resourceful-communities](https://www.conservationfund.org/our-work/resourceful-communities).

Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered. Proof of vaccination required.

**POSITION SUMMARY**

The Faith and Food Coordinator supports The Conservation Fund/Resourceful Communities’ (TCF/RC’s) Faith and Food initiative, which engages rural United Methodist Churches (UMCs) and rural faith/local food coalitions across North Carolina. The Coordinator will work with rural UMC and other denominational leaders to strengthen skills that support improved food-related programming and local food sourcing. Broad Faith and Food goals include enhanced church participation in local food economies; authentic community engagement; and more equitable local food access. The Coordinator will provide training/technical assistance on a range of topics, including community engagement, project planning, and evaluation; will develop and deliver presentations; will perform outreach; and will connect network participants to additional resources.

This position is grant supported and is subject to funding availability.

**RESPONSIBILITIES & SCOPE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Project-Based Technical Assistance to Faith-Based and Community-Based Organizations

- Assess individual UMC’s technical assistance needs; develop and execute mutually agreed upon training goals, benchmarks, timeline and responsibilities for Resourceful Communities and technical assistance recipient, with clear connection to TCF/RC program deliverables/goals.
• Evaluate progress on agreed upon training goals with technical assistance recipients (midway and upon completion) and provide updates to Resourceful Communities technical assistance recipients and team members on a regular basis.
• Build faith organizations’ skills in project planning, evaluation, and implementation; community engagement and equitable partnerships; grant writing and reporting; food programming; and other topics as appropriate.
• Identify and share promising strategies for/models of effective rural, community food projects.
• Connect UMCs to other community-based organizations or resource agencies that could strengthen their community programming, promote collaboration, or replication of successful approaches.
• Build partnerships with, and increase awareness among, clergy, other intermediaries/agencies, and key stakeholders.
• Perform outreach; develop and deliver presentations highlighting program approaches, initiative goals, etc. to increase network participation.
• Identify/facilitate regional, faith-based coalitions focused on local food access.

Trainings/Workshops
• Work with the Resourceful Communities team to develop content for and deliver/facilitate 6-10 trainings/workshops each year. Training areas include, but are not limited to, community engagement, partnership building, project development, and topics focused on local food systems.

Small Grant Assistance
• Assist grant applicants in developing food-related projects that generate social, economic, and environmental benefits and deepen participation in the local food economy.
• Support Resourceful Communities team in small grant review, decision-making and grant administration activities.
• Assist UMCs and other faith-based partners, as needed, in project development/management and grant reporting.

Resourceful Communities Capacity/Administration
• Participate in Resourceful Communities and The Conservation Fund meetings as required.
• Contribute to Resourceful Communities’ social media posts.
• Recommend improvements to technical assistance and training provision.
• Submit time sheets, trip reports, expense statements regularly and on time.

MINIMUM QUALIFICATIONS
• Three to five years’ experience working in and/or providing training/technical assistance to nonprofit or faith-/community-based organizations on organizational development/project topics.
• Knowledge of capacity building topics, including project management and evaluation, partnership building/collaboration and other community-centered skillsets.
• Ability to communicate appropriately with a wide range of stakeholders.
• Understanding of, and experience with, issues affecting limited-resource and rural communities and communities of color, including economic development, limited access to resources, environmental issues and opportunities.
• Outstanding oral and written communication skills.
• Microsoft Office proficiency and willingness to utilize virtual/presentation platforms.

PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE
• Knowledge of popular education, adult learning, and experiential training techniques.
• Familiarity with resources in North Carolina that support effective programming in rural communities, including funding, training and curricula.
• Understanding of rural food systems.
• Ability to multi-task and demonstrate flexibility in adapting plans/approaches.

PHYSICAL DEMANDS
• Local travel by car required (mileage reimbursement/car rental for travel will be provided).
• Occasional evening/weekend work.
• Ability to lift 10 pounds.

WORK ENVIRONMENT
• Work is primarily performed in office, with some outdoor field visits (in varied settings/weather) required.
• Travel – Up to three day-trips per week (within a 200-mile radius); occasional overnight trips required.

COMPENSATION and BENEFITS
This position offers a competitive salary, opportunities to earn performance-based bonus compensation and a highly competitive package of benefits including employer contributions for health care, paid holidays, vacation and personal/sick leave, retirement plan and more.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time, with or without notice.

To learn more about The Conservation Fund, visit https://www.conservationfund.org.

Qualified candidates should email resume and cover letter to: careers@conservationfund.org.

The Conservation Fund, a Non-profit Corporation, is an Equal Opportunity Employer that fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave status, Sexual Orientation and Gender Identity or Expression. The Fund prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.