

VISTA Assignment Description (VAD)

Project Summary

The Operations Management project will serve to support the expansion and function of EarthDance during this period of intense growth. The Operations Management project will build the capacity of the organization through the creation of business management infrastructure, fund development, and support systems for EarthDance's programs and event planning. The project will include business and financial systems establishment and support for all farm-based and off-site programs and functions, including development office, apprenticeship program, community education program, farm production, farmers market sales, and potentially a youth education program,. The OM will also work closely with the Executive Director to develop a fundraising strategy, research and identify funding sources, and write grants/funding applications.

Project Logistics

EarthDance is a small non-profit organization that operates under the umbrella fiscal sponsorship of The Open Space Council. Founded in 2008, EarthDance is currently in its 2nd season of operating an Organic Farming Apprenticeship Program – to grow more organic food and farmers for the region. EarthDance serves low-income individuals by offering scholarships to participate in this training program. Our organization also carries out community education events like film screenings, farm tours, and workshops. The Operations Management project will be intimately involved with all facets of the young organization, but will primarily be office-based. Participation in programmatic activities of EarthDance to understand how our organization serves the needs of low-income individuals will comprise 10% of the project.

VISTA Member Activities and Steps Checklist		Planned Period of Work
Goal (Do not change): Healthy Youth Partnership VISTA members will increase the capacity of organizations in the St. Louis region to help improve physical activity and nutrition in low income communities to combat youth obesity and alleviate poverty in our communities.		
Activity 1: Create comprehensive fundraising plan for EarthDance Step 1: Based on 2009 & 2010 actual vs. planned budgets, create 3 year budget. Step 2: Create grants database and apply for 2-3 grants/quarter. Step 3: Assess cost-effectiveness of fundraising events and modify as needed.		On-going throughout 12 month period.
Activity 1 Comments/Summary of Accomplishments:		Activity 1 Completed (date): _____
Activity 2: Create and implement Human Resource & Volunteer Management System Step 1: Develop draft HR policies in collaboration with Exec. Director		Complete during months 3 & 4 of service

Step 2: Draft and complete Volunteer Policy & Procedure Handbook Step 3: Create an employee and volunteer performance database	
Activity 2 Comments/Summary of Accomplishments:	Activity 2 Completed (date): _____
Activity 3: Assist in planning major annual fundraising events Step 1: Help secure and follow up with major sponsors Step 2: Solicit donations for in-kind services and auction items Step 3: Coordinate planning meetings with event committees	Time-intensive during months 1 and 5 - 12
Activity 3 Comments/Summary of Accomplishments:	Activity 3 Completed (date): _____
Activity 4: Manage day-to-day operations of EarthDance office Step 1: Answer email requests and initiate correspondence with project clients and partners as needed Step 2: Keep accurate financial records using accounting software Step 3: Create forms, templates, and surveys as needed and catalog accordingly.	Ongoing throughout 12 month period.
Activity 4 Comments/Summary of Accomplishments:	Activity 4 Completed (date): _____

Position Description: Operations Manager

ORGANIZATION: EarthDance

ORGANIZATIONAL MISSION: The mission of EarthDance is to grow and inspire local FARMS – Food, Art, Relationships, & Music, Sustainably!

POSITION: Operations Manager (OM)

LOCATION: 302 Thoroughman Ave, Ferguson, MO 63135

EarthDance is seeking a self-motivated, creative and resourceful individual with excellent organizational skills, experience in fundraising, and a commitment to EarthDance's mission, to serve as our Operations Manager and assist us with building capacity within our organization.

SUMMARY OF POSITION

EarthDance is in a phase of intensive growth, and we are seeking to hire an Operations Manager to support the growth and function of the organization. The Operations Manager (OM) will report to the Executive Director, and will serve to build the capacity of the organization through the creation of business management infrastructure, fund development, and support systems for EarthDance's programs and event planning. The Operations Manager will, in effect, serve as the business manager for the organization, providing support to the director on business and financial systems establishment and support for all farm-based and off-site programs and functions, including development office, apprenticeship program, community education program, farm production, and farmers market sales. The OM will also work closely with the Executive Director to develop a fundraising strategy, research and identify funding sources, and write grants/funding applications. The OM will work closely with certain Board committees, particularly the Board's Executive Committee and the Development Committee.

PRIMARY RESPONSIBILITIES

1. Budget and Fiscal Management (25%)
 - Coordinates annual budget development and monthly fiscal management.
 - Supports maintenance of diversified revenue base, including cost-effectiveness of farm-based income streams, and productive relationships with donors and foundations.
2. Operations Management Support (25%)
 - Manages daily financials, and operational, administrative, and accounting systems; conversant with development data-management systems.
 - Attends to regulatory compliance and administration.
3. Development Activities (20%)
 - Creates grant database and develops fundraising strategies for organization.
 - Assists in planning major fundraising events and building donor relationships.
4. Human Resource & Volunteer Management (10%)

- Develops draft HR policies and creates Volunteer Policy and Procedure Handbook.
- Supports staff development and assists in coordinating annual staff retreat.
- 5. Participation in Program Activities (10%)
 - Participates in some program activities as applicable to better understand the needs of our organization and those we serve, including farm tours, apprenticeship orientation day, farmers markets, etc.
- 6. Board of Directors (10%)
 - Works closely with the Board of Directors and the Executive Committee. The OM will be expected to attend at least some Board meetings.

SKILLS, QUALIFICATIONS, & KNOWLEDGE REQUIRED

1. Demonstrated strong management and organization skills.
2. Demonstrated knowledge of fundraising and development strategies specific to comparable non-profit organizations.
3. Proven experience and skills in budgeting and planning projects, and evaluation of overall program effectiveness.
4. Demonstrated ability to generate and deliver persuasive and clear verbal and written communications in a variety of media forms and channels, and for diverse audiences. (Please attach a writing sample.)
5. Ability to work effectively in a demanding, high-energy environment and manage multiple tasks and priorities, while maintaining a sense of humor
6. Some event planning and grant writing experience preferred.
7. Proficiency with Windows Office Suite and Google Groups, Google Calendar; experience with Quickbooks or online accounting software system preferred.
8. Ability and willingness to work some weekends and evenings.
9. University degree or recognized professional training in a field related to business or non-profit management.

SKILLS, QUALIFICATIONS, & KNOWLEDGE DESIRED

1. Knowledge of agricultural and food system issues.
2. Knowledge of community development and youth education issues.
3. Experience working collaboratively in a team environment with successful outcomes.
4. Professional, friendly, and enthusiastic personality.
5. Superior attention to detail.
6. Experience in grant writing and event planning.
7. Enjoyment of farming and gardening, the arts, music, and interacting with the public.

OTHER CONSIDERATIONS:

- Position may involve some travel.
- Position may evolve into regular salaried position with EarthDance upon fulfillment of Americorps service and responsibilities.

HOURS: This is a full-time position, requiring 40 hours/week.

CONTACT: To apply for this position, please send a resume, cover letter, and writing sample to:

Molly Rockamann, Executive Director, at molly@earthdancefarms.org

No phone calls please.