



Job Title: Community Development Director

Department: Community Development

Accountability: Operations and Support Officer

Job Summary:

Under the direction of the COSO, the Community Development Director is responsible for building and maintaining relationships with member-owners, volunteers, non-profits, other cooperatives, and other socially conscious organizations to promote La Montañita's mission, services, and programs. These collaborative programs include the volunteer, education, membership, donation and community advocacy programs.

INTERACTIONS

External: Routine contact with customers, volunteers, Board of Directors committees, non-profits and other socially conscious organizations. Daily contact with customers, staff, member-owners and community organizations in response to inquiries related to community development activities. Occasional contact with the media.

Internal: Routine contact with the staff to inform and educate them about the Co-op purpose, programs, and achievements. Daily contact with staff regarding customer issues. Participation in Board committees and staff meetings.

REQUIREMENTS (KSA's)

- Three years' experience in community project organization/ coordination.
- Ability to follow-through and complete assignments.
- Editorial, writing, and layout skills.
- Ability to prioritize and work with minimal supervision.
- Strong oral and verbal communication skills; speak clearly and persuasively in positive or negative situations; Listen and get clarification; write clearly and informatively; Vary writing style to meet needs; Present numerical data effectively; Able to read and interpret written information.
- Strong leadership skills- Inspire and motivate others to perform well; Effectively influence actions and opinions of others; Inspire respect and trust; Accept feedback from others; Provide vision and inspiration to peers and subordinates; Give appropriate recognition to others.
- Display professionalism and approaches others in a tactful manner; react well under pressure, treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments.

- Must possess strong ethics, treat people with respect, and uphold organizational values.
- Strong Microsoft Office Skills (Word, Excel, and PowerPoint)
- Excellent organizational, interpersonal, presentation and communication skills.
- Maintain professional attitude and appearance at all times
- Organize, attend, and/or participate in community outreach events, meetings, and other multidisciplinary, multisector partnerships.
- Be able to work occasional evening and weekend hours when needed.
- Provide and ensure professional, superior customer service is provided to all internal and external customers.
- Must possess a valid driver's license, have state required minimum automobile insurance, and be able to use own vehicle on the job.

DUTIES AND RESPONSIBILITIES

Community Development

- Develop formal and informal networks of contacts with representatives of a wide range of community organizations.
- Partner with the communities surrounding the Co-op and other socially conscious organizations to further the Co-op's mission and help create a more sustainable and resilient regional food shed.
- Coordinate meetings, events, activities, and programs to further the Co-op's mission and strengthen the surrounding communities.
- Educate the staff and surrounding communities about the Co-op's mission and programs.
- Effectively communicate the reason to believe in the Co-ops mission, and bring the human interest connection alive.
- Plan, organize and work with community groups to solve problems.

Volunteer Program

- Manage and grow the volunteer program to help benefit the community.
- Ensure volunteer participation complies with applicable regulations.
- Maintain volunteer participation records and report on program.
- Train staff how to work with volunteers
- Train volunteers how to engage others on behalf of the Co-op.

Board of Directors Support

- Serve as the staff representative on the Nominations and Elections Committee and the Member Engagement Committee.
- Help coordinate and support the meetings as needed by the Board of Directors.
- Help recruit and achieve active member participation in Board committees.
- Serve as the staff point person for the annual Board elections.

Membership Programs

- Coordinate membership programs and grow annual participation.
- Maintain and report on current membership, and advocate for their requests and needs.
- Serve as the staff point person for the annual membership surveys.
- Utilize community resources for member benefit.
- Find ways for our membership to help serve the greater surrounding communities.

Education Programs

- Create, implement and manage a suite of educational programs to raise awareness of co-ops, healthy food, cooking healthy meals, the regional food economy, and more.
- Coordinate educational tours of our stores, and local farms and ranches.

Other

- Manage the La Montañita Fund and other community collaborative projects and programs.
- Apply for and manage grants to help support the La Montañita mission.
- Coordinate with the Marketing Department to ensure community development related efforts support the Co-op Brand.
- Assist with marketing events and programs to help further the Co-op mission.
- Acquire and write articles of interest supporting the Co-op mission.
- Serve as content editor for Co-op newsletter and other publications as assigned.
- Coordinate donations and donation programs.
- Assist in other departments when appropriate, without compromising your own responsibilities.
- Track, analyze, report on, and document the impact of community development programs to ensure efficient use of resources and measurable community impact.
- Other duties as assigned.

Staff Member Signature

Date