

## MANITOBA ORGANIC ALLIANCE COORDINATOR POSITION



The Manitoba Organic Alliance (MOA) is a not-for profit alliance which represents organic farmers, organizations, and businesses in Manitoba and lobbies on their behalf. The coordinator position is a half-time contract for 6 months for \$12,000. Successful completion of this contract may lead to a full-time employment position, based on fundraising success.

The purpose of this position is to:

- Build MOA presence and capacity
- Create stronger recognition of organics in Manitoba
- Support the MOA Board in updating and implementing MOA's strategic plan
- Develop and submit reports and grants, with a focus on new opportunities for collaboration
- Organize an Annual meeting
- Use communications and outreach to build fundraising opportunities

### Deliverables

- Update MOA's strategic plan
- Develop and submit press releases for MOA activities
- Network with MOA partner organizations
- Engage with potential sponsors, follow up to secure funds and deliver sponsorship benefits
- Promote and organize an annual general meeting
- Participate in monthly MOA Board Meetings
- Administration of materials to support grant applications and report on grants received.
- Attend and support board meetings
- Support the publication of a monthly newsletter
- Add new contacts to database, coordinating with other organizations and events.
- Coordinate with MOA bookkeeper to ensure that expenses and receipts are recorded, and financial affairs are in order

### Qualifications and assets:

- Excellent organizational skills and attention to detail
- Ability to manage multiple projects and meet deadlines
- Ability to think independently and strategically
- Marketing and public relations interest
- Strong written and verbal communication skills
- Knowledge of modern networking tools
- Knowledge of the Organic Agricultural sector is required
- Knowledge in not-for-profit management is required

If you are interested in the Manitoba Organic Alliance Coordinator position, please submit your Proposal for Services by e-mail to [kate.m.storey@gmail.com](mailto:kate.m.storey@gmail.com). Include a cover letter telling us when you can start and a succinct, one-page account of how to best build partnerships across a large and diverse sector.

Contract will be subject to terms agreed upon between the candidate and the Board.