



ROGUE FARM CORPS

PO Box 86024 | Portland OR 97286 | 541-588-3550
www.roguefarmcorps.org

Position Announcement:

Grant Coordinator

Reports to: Co-Executive Director of Development & Communications

Employment Type: Non-Exempt; 20 hours/week (0.5 FTE) with opportunity to grow

Location: Oregon (remote / work from home)

Compensation: Starting wage is \$24.04/hour. (\$25,000/year)

Benefits: Flexible work schedule, 100% employer-paid health and dental insurance, internet, phone, and home office stipends, and 2% IRA retirement account match. Paid Time Off starts at 3.1 Hours per biweekly pay period (equivalent of 20 days PTO / year, including 10 floating holidays). In addition, up to 10 paid sick days are available per year.

Timeline: Application deadline is Monday April 22.

Start Date: May 28 - June 7

Position Description

The Grant Coordinator collaborates with the Co-Executive Director of Development and Communications to manage organizational and programmatic grants, including creating and editing grant proposals and reports, as well as tracking grant timelines. This position helps sustain and build organizational capacity to support a diverse and thriving next generation of farmers.

Position Responsibilities:

Grant Management (90%) - in collaboration with Co-Executive Director of Development & Communications

- Develop, write, and edit high quality grant proposals, supporting documents, and reports
- Track grant submission and report deadlines
- Design and update work plan to meet deadlines
- Research and prospect organizationally aligned grant opportunities

Organizational (10%)

- Develop and maintain a working knowledge of all of Rogue Farm Corps programs and strategic goals



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- Attend staff meetings and biannual retreats, support organizational growth and development
- Support other fundraising activities as needed
- Other tasks as assigned

Required Qualifications:

1. Commitment to RFC's mission
2. Excellent written and verbal communication skills
3. Demonstrated success with grant writing
4. Ability to learn new grant platforms as technology and funders evolve
5. High level of organization and attention to detail
6. Ability to work independently and as part of a collaborative team environment
7. Understanding of and commitment to social justice, including anti-racism and principles of diversity, equity, and inclusion
8. Ability to use online applications including email, calendar, CRM database, Google Drive, Google Docs, Google Sheets
9. Strong work ethic and self-motivated

Preferred Qualifications:

1. Knowledge of and/or experience with farming and food systems
2. Experience writing grant reports

Working Conditions:

- The Grant Coordinator can expect a flexible working schedule that may include some occasional evenings and weekends. Must coordinate schedule and work plan with supervisor.
- All of RFC's staff work remotely, connecting with other staff via Zoom video conferencing, email, messaging, and conference calls. A good internet connection and phone service are necessary.
- Requires the use of your own personal vehicle (mileage reimbursed), cell phone, and computer.

Rogue Farm Corps is committed to building a diverse staff and strongly encourages Our mission is best served when our staff and board represent the diversity of the next generation of farmers and ranchers. We strongly encourage applications from individuals who identify as Black, Indigenous, and/or a person of color, LGBTQIA2S+, a veteran, immigrant, low-income, or any other identity or group that has been marginalized or underserved in agriculture.



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Organization Background

Mission: *Rogue Farm Corps (RFC) is an Oregon-based non-profit that trains and equips the next generation of farmers and ranchers through hands-on educational programs and the preservation of farmland.*

Vision: *RFC envisions a world in which land is deeply cared for, power is equitably shared, and farms, ranches, and the people who work them flourish.*

Values:

- ★ Stewardship - protecting farmland and promoting agricultural practices that restore water, soil and biodiversity.
- ★ Mentorship - sharing knowledge and experience across generations through hands-on, experiential education and learning.
- ★ Collaboration - joining forces with partners and allies to advance shared goals and act together for a livable future.
- ★ Systemic change - addressing disparities in the food system to achieve equitable access to education, training, land, and capital, and building diverse, adaptable communities able to thrive in a changing climate.

Commitment to Equity, Anti-racism, and a Culture of Care:

RFC is committed to engaging in an ongoing learning process around privilege, power, inequality and systems of oppression, and to using our organizational power to be an agent of positive change. RFC works to lift up the voices and knowledge of BIPOC (Black, Indigenous, and People of Color) farmers, to become a more equitable, diverse and anti-racist organization, and to transform the field of agriculture.

RFC strives to provide a rewarding work environment. We seek to create an inclusive, welcoming workplace that values and honors each employee and volunteer's unique life experiences, strengths, interests, and goals. Our organizational culture is highly collaborative, and the contributions and perspectives of all staff members are valued and appreciated. RFC's staff and board have a high degree of alignment in our work to center equity in agriculture, and we are constantly striving to learn, grow, and evolve as people and as an organization. We practice a culture of care and honor each other as whole people. Because everyone at RFC works remotely, our work environment also requires a high level of independence, communication, and personal accountability.



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Apply

Please apply by emailing your cover letter and resume as one PDF file to grants@roguefarmcorps.org with "Grant Coordinator" in the subject line.

Deadline for applications is 11:59pm on Monday, April 22nd, 2024.

In your cover letter please address the following questions and anything else you feel would be helpful to the selection committee:

- 1) What about RFC's mission and vision inspires you?
- 2) What would you bring to this position/organization (lived experience, values, vision)?
- 3) Please describe your experience with writing & grant writing
- 4) Describe any experience you may have with farming or food systems work.
- 5) What does justice and/or equity in the food system mean to you? What is your lived experience with systems of power, privilege and oppression?

Questions about this position? Please contact jennifer@roguefarmcorps.org.

Rogue Farm Corps is an affirmative action/equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.