



youth leadership
environmental justice
worker cooperatives healthy communities
social justice social change
green jobs economic justice
empowered neighborhoods

POSITION AVAILABLE:

4 King St, Worcester, MA 01610 | info@WorcesterRoots.org | (508)343-0035

Co-Director, Development and Cooperative Incubation Coordinator

Worcester Roots Project is looking for a part time co-director. The position consists of primarily fundraising responsibilities and is within a staff collective - a team of trainers, organizers and fundraisers working to fulfill Worcester Roots Project's mission of organizing for social and environmental justice through the development of co-operatively run and green initiatives.

Responsibilities:

- Work with staff collective on cooperative development activities including co-op academy training
- Participate in partnerships and coalitions Maintain and coordinate the organization's fundraising plan
- Work with board and fundraising committee to raise the organization's annual budget through a combination of member dues, grassroots fundraising and foundation grants
- Prospect and develop relationships with funders, major donors, and develop and maintain databases
- Provide training on grant writing, appeals, other fundraising methods to youth and other staff members and to incubated co-ops and developing materials/curricula around these activities
- Work with other members of the staff collective and board on organizational development and strategic planning
- Engage in leadership development

Required skills:

- Commitment to social justice and agreement with organizational mission and goals
- Excellent communication skills--verbal and written
- Excellent organizational skills-- good attention to detail and well organized
- Self-motivated—proven ability to work independently
- Proven ability to work under definite timelines and deadlines
- Ability to work well with diverse groups and populations and a demonstrated ability to build consensus across diverse constituencies
- Dedication and ability to work flexible hours
- Knowledge of computer operations and programs
- Significant experience fundraising through foundations and individual donors
- Professionalism, maturity and ability to work as a team and independently
- Experience or interest in working in democratic workplace
- Donor identification and cultivation
- Ability to communicate the organization's mission and goals

Other preferred but not required skills and qualities:

- Business development, especially cooperative business development experience
- Event and conference organizing and planning
- Youth development experience
- Language proficiency in Spanish or other commonly spoken language in Worcester

Reports to: Board of Directors

Compensation: \$13.50 / hour, 20-25 hours / week, \$1000 annual healthcare stipend, paid vacations, and other benefits.

Worcester Roots Project especially encourages women and transgendered people, people of color and LGBTQ people to apply. Roots does not discriminate in regards to participation, membership or employment on the basis of race, gender, sexual orientation/identity, religious conviction, ethnic identity, disability, age, country of origin, or citizenship status.

To apply, send a cover letter explaining your interest in the position and a resume to: info@worcesterroots.org with subject line that includes “Co-Director, Development and Cooperative Incubation Coordinator”.

For more information please contact Matt Feinstein: info@worcesterroots.org, (508) 343-0035.