



5 Pleasant St, Ste 3, Worcester, MA 01609 | info@WorcesterRoots.org | (508)343-0035

POSITION AVAILABLE:

Fundraising and Research Coordinator

Worcester Roots Project is looking for a new member of the staff collective to be part of a team of trainers, organizers and fundraisers for environmental justice and co-operatives. The staff collective supports Worcester Roots Project in fulfilling its mission of organizing for social and environmental justice through the development of co-operatively run and green initiatives. Who should apply: individuals who are self-motivated and interested in being part of a staff collective that models the co-operative economy we are working to build.

Responsibilities

- Developing and maintaining fundraising plan, ensuring distribution and completion of related tasks
- Developing boilerplate grants for each project and completing a portion of the grant writing and other fundraising activities
- Maintaining relationships with donors and funders and developing and maintaining databases
- Providing training on grant writing, appeals, other fundraising methods to staff members and to incubated co-ops and developing materials/curricula around these activities
- Maintaining website
- Participating in certain strategic partnerships/coalitions
- Bottom-lining Worcester Lead Abatement Program Outreach
- Coordination and implementation of research projects with youth engagement

Required skills

- Fundraising and grant writing
- Documentation and reporting
- Research and analysis
- Business development
- Some experience in community organizing/ activism
- Experience or interest in working in democratic workplace
- Networking
- Self-driven

Other preferred but not required skills:

- Event and conferences organizing and planning
- Youth development training and working on one-on-one with youth
- Research on Phytoremediation, and other ways of alleviating lead
- Bookkeeping (Quickbooks)
- Basic GIS analysis
- Architectural design and/or landscaping
- Background in social and environmental justice

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 3 page or less resume to: info@worcesterroots.org with subject line that includes “Fundraising and Research Coordinator”.

For information about timeline, or with any questions please contact Sarah Assefa or Matt Feinstein: info@worcesterroots.org, (508) 343-0035.