

Free Range Food Co-op

Community Investment Campaign Team
Job Descriptions

Closer (3-4 people)

Objective:

The Closer's job is to contact owners who have made a verbal commitment to invest in the Community Investment Campaign (CIC). Closers work with owners to complete their investment. Training will be provided. Time commitment is estimated to be 5 hours per week for approximately 10 weeks during the CIC.

Responsibilities:

- Attend all trainings and meetings.
- Ensure the owners have received and reviewed the Investment Information Packet and provide additional information and clarification as needed.
- Make arrangements to complete the paperwork with FRFC owners who have made verbal financial commitments to the callers during the campaign.
- Finalize all investment details including:
 - Verifying amount of the stock purchased, term and interest rate, and collect and review all paperwork for accuracy and completeness.
 - Following up with and assisting owners who are making charitable donations.
- Ensure the financial investments are received and deposited. Complete all tracking reports, and retain and safeguard all documents in secure files at the FRFC designated site.

Skills and Qualifications:

- Comfortable in one-on-one settings.
- Excellent in-person communication skills.
- Strong attention to details.
- Ability to meet deadlines.
- Ability to learn quickly.
- Must be able to use their own computers, phone and internet access to complete assignments.
- Be willing to sign the FRFC non-disclosure agreement.
- Ability to access and utilize online resources.