

Free Range Food Co-op

Community Investment Campaign Team
Job Descriptions

Planning Team (3-4 people)

Objective:

Team will work with the Planning Chair to build the structures and systems needed to allow the cooperative to open a grocery store using as much owner capital as possible in order to increase owner control of the business and reduce debt owed to non-owners.

Responsibilities:

- Builds the systems needed to run an effective capital campaign, including recordkeeping and communications, using resources and guidance from a professional consultant.
- Communicates with consultants and other cooperatives to learn about campaign processes and techniques.
- Communicates with and implements direction from the board of directors.
- Creates detailed planning timelines for campaign implementation.
- Provides direction to the campaign communications subcommittee.
- Advises the board of directors about the different capital campaign investment vehicles and develops the necessary structures to implement it.
- Assembles the investment documents.

Skills and Qualifications:

- Able to commit 10 hours per month to the team.
- Committed to the success of the Free Range Food Co-op.
- Strong communication with team members and mentors.
- Organized and effective at recordkeeping.
- Detail oriented.
- Comfortable with office software, including Zoom, Google Docs/Sheets/Drive/Email, and Microsoft Word/Excel.
- Must be able to use their own computers, phone and internet access to complete assignments.