



Position: Project Manager

Our Organizational Overview:

FFEN is a nimble, innovative and entrepreneurial nonprofit focused on reshaping the hunger relief system through capacity building and culture change. In the rapidly changing hunger relief sector, we offer pragmatic and no cost consultation paired with equipment needs to food shelves adapting their services to meet their community needs. We operate by building trust-based relationships with local food shelves and support them to incorporate increased business and service best practices in their work. Creating a statewide hunger-relief sector that moves beyond pounds of food to advance shopper outcomes that offer dignity, security and wellbeing.

Are you ready to put your project management skills to work to improve local, healthy food access?

Your Purpose and Impact:

Most Minnesota food shelves are volunteer run and don't have additional capacity to manage larger program changes. ***That's where you come in!*** Use your project management skills to help develop the scope of a local food shelf's operational needs including estimated timeline and milestones, expertise needs, and budget to support the work. Provide vital project support to bring necessary expertise in at the right time as well as ensuring that the project stays on track and meets the food shelf's needs. The work you will do ensures that the food shelf shopper's voice and experience is prioritized in service changes.

Your opportunity for growth includes:

1. Participate in a unique organization supporting the work and sustainability of Minnesota food shelves.
2. Cultivate meaningful relationships with a diverse group of individuals in the non-profit, for-profit, and public sectors.
3. Gain knowledge of the broader hunger relief sector and the organizations addressing the issue of hunger and food insecurity.
4. Flex your project management skills while supporting a community food shelf.
5. Develop and enhance your skills in project management, organizational culture and behavior change, supply chain management, and financial management.

When matched to a food shelf you will be responsible for:

- **Project Management:** Work within a timeline to scope and achieve impact-based project goals for the food shelf transformation project.
- **Food Shelf Relationship Management:** Manage communications between yourself, FFEN, and the food shelf.
- **Tracking Key Impact Measures:** Collect pre-determined information about the food shelf during initial meetings that will show greater impact of the project.
- **Coordinating Additional Expertise Areas:** Identify needs for and collaborate with other FFEN volunteers to accomplish this project's goals.
- **Communications/Record Keeping:** Work with FFEN staff to track progress throughout the project.

- **Opportunity Identification:** Spotting opportunities that FFEN staff or food shelf leaders may not see.
- **Sharing FFEN's Story:** Answering questions about FFEN and sharing our mission, vision, and work with the public.

What you will need to find success in this volunteer role:

- Experience in project management and/or coaching support
- Ability to ask questions and be curious in new settings, to uncover additional information
- Experience quickly building rapport and relationships with new individuals and organizations
- Ability to manage change across diverse environments and communities
- Organized and detail-oriented
- Easy accessibility to zoom, email, and the google suite
- Can be on your feet for a few hours at a time, some physical work when at the food shelf

Your Skills

- Nimbleness and responsiveness
- Ability to manage a timeline effectively
- Relationship building with food shelf leaders and other staff and volunteers
- Working understanding of an organizational structure (budget, supply, customers)
- Task-driven- able to scope and determine process needs to get from point a to b
- Organized, detail-oriented
- Additional Skills: patience, flexibility, team work, ability to remain open-minded, and interpersonal communication.

Typical timeline per project engagement:

Food shelf engagements can vary depending on the location, strengths and challenges of the particular food shelf. The following ranges are a good starting place:

- **Project Timeline:** Three to six months
- **Monthly Time Commitment:** Eight to ten hours (a month), including:
 - Onsite, daytime meeting(s) with food shelf
 - Weekly check ins with FFEN staff
 - Independent work time towards project goals

To apply for this position, send your resume to: volunteer@ffen.org

We look forward to working with you!