



PROJECT MANAGER / CAPITAL CAMPAIGN COORDINATOR

ABOUT THE POSITION

The Project Manager reports to the President of the OFC Board of Directors until the General Manager is hired, and has the following responsibilities:

- Plan the co-op development process and see that it is completed successfully within the given deadlines/milestones
- Drive OFC's member-owner recruitment campaign, building ownership to meet co-op milestones
- Timely execution of the capital campaign and the ancillary activities needed to open the Oshkosh Food Co-op, including:
 - Identifying, recruiting and managing volunteers and the work to be done
 - Development of plans and securing resources needed for the member-owner loan campaign
 - Managing plans, tracking progress, and completing required documentation for grants
- Serve as the director and central point of contact and communication between those working toward the opening of the store
- Direct the different parties involved and keep them on schedule
- Anticipate roadblocks and work with groups to overcome them
- Prepare and present project reports on a regular basis

The Project Manager position, based in Oshkosh, is a part-time (approximately 30 hours per week), limited term position expected to be in place until the store opens. Compensation is commensurate with experience.

WHAT YOU GET TO DO

- Project manage a start-up
- Build connections in the community
- Lead a projected \$1.5+ capital campaign
- Demonstrate and foster Oshkosh Food Co-op Vision

WHAT WE VALUE

- Strong interpersonal and communication skills
- Excellent organizational and time management skills
- Creative thinking and problem solving abilities
- Ability to self-direct with minimal supervision
- Exhibited passion for local food, food accessibility, health eating, education, community-building, and a cooperative, community-based approach to doing business

WHAT WE WANT FROM YOU

- Bachelor's degree or related experience in business, finance, marketing, communication, public relations or related field
- Budgeting, fundraising, and capital development experience
- Project management experience
- Knowledge of a cooperative business model or willingness to learn; embodiment of the cooperative mission and values

HOW DO I APPLY?

- Submit a cover letter and resume to oshkoshfoodcoop@gmail.com
- Be sure to use the subject line: **Project Manager Application**

Disclaimer: The above information on this description has been designed to include the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Oshkosh Food Co-op is an Equal Opportunity Employer