Position: Resource Development & Support Fellow  
2019-2021

Food Recovery Network is seeking a motivated person dedicated to continuous learning to join our National team for a two-year Fellowship. The fellow will lead the advanced development of FRN’s Student Portal. In Fall 2018, FRN launched its first ever Student Portal — with modules for training, data sharing, connecting with other members of the network, and more. Now, in our second year, we’re looking to multiply the impact of this tool. The fellow will work closely with the Program Manager and Program Team to further develop the Portal and engage directly with FRN participants. The fellow will join a team working towards four main goals: increase the size and capacity of the Network, support leadership development, and facilitate external engagement opportunities for members of the Network.

The position will require creativity, flexibility, a deep commitment to working in teams to solve problems, and a strong ability to balance the big picture with the nitty gritty details. This position offers opportunities for skill development in project planning, management, and implementation; resource development; collaboration, communication skills written, verbal, internal and external, and experience working at a national nonprofit. The role will also increase your technical understanding of hunger, food waste, social justice, and logistics of food recovery.

About FRN: Founded in 2011, Food Recovery Network (FRN) is the largest national student-led food recovery movement working to bring food recovery programs to colleges across the country. FRN is currently comprised of more than 200 chapters at colleges and universities (and growing) across the country and has recovered more than 3.9 million pounds of food. We are coming to the close of our 3-year strategic plan and will soon begin a new strategic plan that will take FRN to the next level in the food recovery space. Our team is composed of multitalented individuals that are dedicated to the mission of fighting waste and feeding people.

Commitment: The position requires 40 hours per week. Work hours are from 9:30 am to 5:30 pm; occasional work after traditional hours may be required. Food Recovery Network is located in the heart of College Park, Maryland in close proximity to the University of Maryland, College Park. The College Park metro station is a 10 minute walk from the office; from here you can travel throughout the Washington, DC metro area. Please note that you must commit to working from the FRN National office; we are not considering any remote employees.

Compensation: This position pays $2,000 / month before taxes. Staff receive paid Federally-recognized holidays, the week between Christmas and New Year’s, and 12 paid sick/personal/vacation days.
Responsibilities:

- **Portal Management & Resource Development**
  - Work with Portal Taskforce to review current Portal actions and tracks and update to ensure tools are using best known practices, relevant and accessible
  - Develop resources to support Program Team goals
  - Transition and update all resources from FRN website to Portal
  - Launch content for folks who are newly establishing food recovery programs at their schools
  - Maintain functionality of Portal
  - Develop, implement, and analyze a campaign for the smartphone app version of the Portal
  - Consult with Student and Alumni Advisory Board on resource development

- **Network Support**
  - Serve a minimum of six hours per week on Hotline to support FRNds across the country
    - Communicate through various touch points including email, text, phone call, survey submission, Portal
  - Support the Program Team to
    - grow the size of Network to 209 schools by May 2020
    - ensure the Network recovers 900,000 pounds
    - maintain 85% reported leadership development
    - provide various external engagement opportunities

- **Data Management & Evaluation**
  - Work with the Data Team and Communications Team to ensure Salesforce records and FRN Website are updated and accurate based on Portal activity
  - Monitor and analyze all system metrics and maintain optimal performance
  - Provide data reporting for initiatives when necessary
  - Determine benchmark statistics for current FRN Chapter leadership team members that have activated accounts and activity logged on the Portal
    - Develop strategies to maintain and improve numbers
  - Design and support a culture where FRNds engage with and respond to questions and comments

- **Institutional Knowledge**
  - Train staff, Board, volunteers, and key stakeholders on Portal as needed
  - Maintain institutional knowledge documents on key platforms for use in training and transitions

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Food Recovery Network is an equal opportunity employer that does not discriminate on the basis of age, political affiliation, race, national origin, ethnicity, gender, gender identity, disability, sexual orientation, or religious belief. Members of underrepresented groups are encouraged to apply. We accept that everyone we work with has their own way of doing things, inspired by experience and creativity and we are flexible to ensure that everyone can make unique contributions to the food recovery effort.
Required:

● Excellent written and oral communication skills
● Impeccable attention to detail and robust organizational skills
● Collaborative but also able to work independently
● Comfortable receiving and giving feedback
● Skilled in managing multiple ongoing projects
● Campus organizing experience, including a demonstrated ability to rally and support others to join a cause or organization
● Some knowledge of Facebook, Twitter, and Instagram
● Proficiency with Google Apps and other similar software; ability to learn new platforms successfully
● Ability to deliver in a dynamic, fun, and results-oriented environment
● Desire to work for a growing organization where opportunities to create and build systems will likely arise
● Comfort creating new systems and improving upon existing models
● Positive and motivational attitude when working with students
● Personal cell phone for daily work use

Preferred:

● Online community management experience
● Learning management systems tools
● Bachelor’s Degree
● Experience working for a national student organization
● 1-3 years experience working at a nonprofit
● Familiarity with food justice issues
● Ability to work hard for the common good

Application Instructions: Email a resume, a cover letter, list of references and a writing sample to careers@foodrecoverynetwork.org with “Resource Development & Support Fellow” listed in the subject line. Applications will be accepted on a rolling basis (the earlier the better), but preferred before August 12, 2019.

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