



Program Manager
Not Far From The Tree
Full Time (1-year contract, with possibility for extension)
Start Date: June 2021
Salary: 49,000-54,000

Not Far From The Tree (NFFTT), a project of MakeWay Charitable Society, puts Toronto's abundance of local fruit to use by picking and sharing the harvest via a 1/3 model. NFFTT has picked and shared over 190,000 pounds of fruit since 2008, and schedules over 300 fruit picks per season. Not Far From The Tree builds community, fosters environmental sustainability and enables access to an existing supply of healthy, local food.

The Opportunity

We are seeking a results-driven, enthusiastic, and adaptable program planner, volunteer manager and communications expert for the role of Program Manager. Reporting to the Project Director and overseeing a seasonal staff team, you will be responsible for managing and executing Not Far From The Tree's core fruit picking program and related communications and events. We're looking for a positive, tenacious individual who's excited to coordinate 300 fruit picks across Toronto, and maintain strong relationships with our volunteers, homeowners, and community partners.

Who We're Looking For

- **You're a strong people manager:** you have experience managing employees and getting people motivated to do their best work;
- **You're organized and detail-oriented:** you can juggle multiple projects and tasks by staying organized and creating systems to maintain and track information;
- **You're tech savvy:** you have experience identifying and implementing systems, processes and technology to improve program evaluation and efficiency;
- **You're a people person:** you're great at building relationships, forming partnerships and working with volunteers;
- **You're a great communicator:** You're a skilled and professional communicator with stellar customer service skills, and have the leadership capacity to inspire volunteers, homeowners and partners throughout the city;
- **You're a creative problem solver:** you are solutions-oriented with critical thinking skills. You're strategic, motivated, and willing to try new things.
- **You like being outside & biking:** You love the idea of spending time picking fruit, working outdoors, and riding cargo bikes around the city.

Key Responsibilities

Program Management, Picking Program (60%)

- Lead and oversee the field operations of the picking program; ensure the successful scheduling and delivery of 300+ fruit picks per season;
- Manage assets, including inventory management, and the coordination of cargo bikes and equipment used in operations;

- Oversee the management and update of NFFTT's pick scheduling technology;
- Manage the seasonal staff team, including recruitment, training, and performance reviews;
- Develop and modify operational procedures that increase participation, improve performance, and increase efficiencies;
- Steward and manage relationships with NFFTT's Pick Leaders, fruit pickers, tree registrants, community partners and partner agencies;
- Recruit, train, schedule and manage NFFTT's volunteers providing leadership and guidance;
- Maintain NFFTT's database, and ensure tracking documents are accurate and up-to-date;
- Liaise with NFFTT's 35 social service partner agencies to ensure satisfaction with fruit deliveries and community programming;
- Maintain a positive and safe working environment that is compliant with health and safety requirements.

Community Events & Partnership Development (20%)

- Design and deliver new and existing projects, including developing project plans and timelines, overseeing project teams, and collaborating with external stakeholders on joint deliverables;
- Develop and manage partnerships, including those with partner agencies and community partners, to help identify programming and funding opportunities;
- Represent Not Far From The Tree in the community, build relationships with community stakeholders and develop new project partnerships.

Fundraising and Communications (20%)

- Assist in the development of strategies to grow and expand NFFTT's membership program;
- Assist the Project Director in executing and delivering fundraising campaigns and events;
- Create and collect content for NFFTT's website, social media, newsletter, fundraising campaigns, and other communications materials;
- Assist the Project Director in grant writing where required.

Experience & Skills Required:

- 2-3 or more years of project management experience and mentoring a staff team;
- Experience creating, leading or overseeing community program development and delivery;
- Demonstrated experience planning small, to medium scale events;
- Demonstrated ability to anticipate needs and take initiative, problem solve, manage time effectively, and exercise sound judgement;
- Strong communication skills and the ability to engage with multiple stakeholders;
- Ability to stay organized while managing competing deadlines;
- Proficient PC skills with MS Office and Google Suite;
- Precise data entry skills; ability to accurately enter data into a database program;
- Excellent organizational skills, with strong attention to detail and accuracy;
- Valid "G2" or "G" Driver's license;

Assets

- Experience working in a community organization, charity and/or non-profit
- Demonstrated understanding of budgeting and forecasting;
- Demonstrated fundraising experience including grant proposal and report writing;
- Experience using Salesforce or another fundraising software;
- Experience with graphic design software and online tools (MailChimp, Wordpress, Google Analytics, Canva, Adobe Creative Suite);

- Experience in urban ecology, fruit preserving or fruit tree care;
- Comfort with urban cycling.

How to Apply:

Please send a resume and cover letter saved in one PDF to pickme@notfarfromthetree.org with “Program Manager” in the subject line. The deadline for applications is **Friday May 21, 2021 at 5pm.**

In your cover letter, help us understand why you’re an excellent candidate by addressing the following:

1. What excites you about working at Not Far From The Tree, and this position in particular?
2. Make connections with your resume — how have your past experiences will translate into success in this position?
3. Tell us why you think that you are our ideal candidate.
4. What skills or experiences do you look forward to developing during your time at Not Far From The Tree?

*Not Far From The Tree is a project of MakeWay Charitable Society.
For more information, please go to makeway.org*

***MakeWay is strongly committed to creating a diverse workplace environment and we welcome and encourage applications from the communities we serve.
We are proud to be an equal opportunity employer.***

MakeWay will provide accommodation during all steps of the selection process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.