



Position: Project Manager
Steward: Program Specialist

Our Organizational Overview:

Foundation For Essential Needs (FFEN) is an entrepreneurial, innovative and nimble nonprofit focused on increasing the effectiveness and efficiency of local food shelves. FFEN engages skilled, pro-bono volunteers to offer pragmatic, no-cost consultation and equipment improvements to food shelves adapting to meet the changing needs of their community. Since 2013, FFEN has positively impacted over 200 food shelves in Minnesota. This local work informs FFEN's broader efforts in supporting both professional development opportunities and advocating for systems change at the local, regional and statewide levels. FFEN's multi-level approach is essential to creating a statewide hunger relief sector that ensures both equitable access to healthy food and respect for the dignity of those who receive it.

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

Your Purpose and Impact:

Many 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 needed, 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. Share your abilities in impacting the work of 6 food banks and 350+ food shelves across the state.

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 complexities of the broader hunger relief sector and the organizations addressing the issue of hunger and food insecurity.
4. 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 project.
- **Food Shelf Relationship Management:** Building trust with the food shelf team to ensure success of relationship, while offering flexibility to work on their timelines.
- **Open Communication:** Manage communication between FFEN and the food shelf's key leaders.
- **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 and create lasting change.
- **Communications/Record Keeping:** Work with FFEN staff to track progress throughout the project.

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.
- Easy accessibility to zoom, email, and google suite.
- Ability to identify additional food shelf needs and stay with the project for the duration of engagement.
- 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
- 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 and 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. Project managers will be assigned one or more food shelf engagements at a time, depending on capacity. The following ranges are a good starting place:

- **Project Timeline:** Three to six months
- **Monthly Time Commitment:** Eight to ten hours (a month), including:
 - Day time availability (8am-4pm, Monday- Friday) will be necessary for food shelf visits
 - Weekly 15 minute check ins with FFEN staff, as needed
 - Independent work time towards project goals
 - Driving may take up more time if you're traveling further away

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

We look forward to working with you!