



The Federation of Southern Cooperatives/Land Assistance Fund (FSC/LAF) is a regional cooperative association and rural development organization serving a membership of Black farmers, landowners, cooperatives and other low-income rural people in the Southeast. We are seeking an experienced, energetic and creative **State Coordinator** to support and manage the Federation's efforts. This position will serve as a member of the Executive Staff and will report Executive Director.

Job Summary

The State Coordinator will have day-to-day responsibilities to supervise staff for the field office, implement programs that focus on cooperative, credit union development and other related activities that support the growth of membership in South Carolina. The person serving in this role should have a perspective and consciousness anchored in the civil rights movement and the movement for social and economic justice in the Southeast. **Candidate must live within 30 miles of the field office or be willing to relocate within 60 days of accepting the role.**

Essential Job Function

Hire and/or manage a diverse staff of 5-7 program directors, outreach specialists and support staff implementing programs focused on cooperative and credit union development, land retention and advocacy for the membership and targeted populations in the state

Lead and manage efforts to grow and support a membership of Black farmers, landowners and cooperatives in the state and organize a state association of cooperatives, in compliance with FSC/LAF bylaws.

Provide regular reports on program activities and work with funding agencies and the public, through and with the approval of the Executive Director.

Develop annual and multi-year plans and budgets and work diligently and consistently to implement those plans.

Develop and supervise the writing of funding proposals to state and local government, particularly agencies of the US Department of Agriculture; private foundations, church denominations, corporations, cooperatives and individual donors, in conjunction with the Executive Director and other staff, to finance and support the work of FSC/LAF.

Develop outreach and cooperative programming with other social and economic justice organizations in Florida to further the goals and mission of FSC/LAF.

Assist and cooperate with other staff, offices, state associations and members of the Federation to further the work and standing of **FSC/LAF**.

Strengthen limited resource farmers, landowners, cooperatives and communities in Florida through cooperative economic development, land retention and advocacy strategies.

Implement educational and training opportunities for membership & staff

Develop and assist in organizing staff meetings, farmers' conferences and annual meetings.

Prepare and submit monthly, quarterly and annual program reports.

Develop, maintain and update a database of members and activities

Develop new initiatives and programs to assist with the approval and acceptance as part of the ongoing work and mission of the organization

Develop new initiatives and programs; manage the approval and acceptance process for each to ensure recognition as part of the ongoing work and mission of FSC/LAF.

Other Responsibilities

Perform other special tasks and obligations for the organization, as assigned by the Executive Director

Knowledge, Skills and Abilities

Ability to meet attendance requirements.

Ability to work independently and entrepreneurially

Ability to maintain the accuracy and integrity of all cooperatives, memberships and programs

Ability to train and instruct Field Office personnel in the use of approved policies and best practices for FSC/LAF

Knowledge of rural community development and agriculture, especially the current programs of the US Department of Agriculture would be beneficial

Ability to design and prepare an effective and accurate progress reports

Ability to read, write, and communicate the English language effectively.

Ability to communicate with diverse audiences.

Flexibility, creativity and maturity to work well with teams of people on collective and collaborative goals and projects

Must be able to travel as needed for organization events and staff meetings

Must have a professional appearance.

Ability to perform routine and complex mathematical calculations

Ability to effectively communication with our membership partners and as staff as needed

Ability to listen and translate communication into the appropriate course of action

Ability to work as part of a team in a professional and collaborative manner

Ability to travel to various FSC/LAF locations

Ability to set priorities and meet deadlines

Ability to conduct basic research, write and analyze correspondence and data, exercise organizational skill

Sincere commitment to work collaboratively with all constituent groups in Florida and the Federation, including staff, board, volunteers, donors, program participants and other supporters

Education and Experience

College degree or equivalent experience in public administration, rural development, agricultural economics or other fields related to the work and mission of FSC/LAF.

5-10 years of experience, preferably with a non-profit organization, leading or managing a staff to accomplish development and training activities

5-10 years of experience preparing reports, proposals, training curricula and educational materials, both for external audiences and internal use in non-formal educational settings

5-10 years of experience working in community organizing or development efforts with community-based organizations, as a paid staff or volunteer, implementing issue campaigns, mobilizing people, and organizing a community project, union or a cooperative

Licenses and Certifications

State issued driver's license

Physical Requirements and Working Conditions

Duties are usually performed by combinations of sitting, standing, and walking on a frequent change basis. Always present a positive and professional image (communication and work attire) of The Federation of Southern Cooperatives / Land Assistance Fund. Limited physical effort required associated with sitting, walking, standing, lifting, bending, reaching, twisting, pushing, pulling, typing, 75% to 95% of the work time and carrying light objects (less than 25 lbs.) 5-25% of work time. Work is performed in a normal office environment where there may be physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.