



# MACSAC

Madison Area Community Supported Agriculture Coalition  
PO Box 7814, Madison, WI 53707-7814  
Phone: 608-226-0300 Fax: 608.267.7314  
e-mail: [info@macsac.org](mailto:info@macsac.org) web: [www.macsac.org](http://www.macsac.org)

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## JOB ANNOUNCEMENT

### **Coordinator, Madison Area Community Supported Agriculture Coalition**

Be part of a vibrant network of community supported agriculture farms, consumers, and partners working to create a sustainable, just local foods system. The Madison Area Community Supported Agriculture Coalition (MACSAC), a nationally recognized non-profit organization based in Madison Wisconsin, seeks an enthusiastic, well-organized collaborative individual who has knowledge in and passion for sustainable agriculture to work as the Coordinator. The Coordinator manages organization operations, communications and education programs of the Coalition, oversees staff, interns, and volunteers and reports to and works collaboratively with the MACSAC Board, farm members, and committees. Some weekend and evening hours required for board meetings, events, and outreach.

We are looking to hire a 30-35 hr/wk staff person, with the possibility of increasing to 40 hrs/wk in the future. Starting wage is \$14-16/ hr, commensurate with experience. Compensation includes health benefit, paid time off, vacation and holiday pay.

**Application Deadline:** July 18, 2008 or until filled

### **RESPONSIBILITIES**

#### **Collaborative Leadership**

- Provide leadership in developing program, organizational and financial plans with the Board, and carry out plans and policies authorized by the Board.
- Coordinate efforts of MACSAC Committees.
- Work independently and confer with Board president regularly on important decisions.
- Maintain a climate that attracts, retains and motivates a diverse group of volunteers and promotes their active and broad participation in all areas of MACSAC's work.
- Provide leadership to volunteers in working towards the objectives of MACSAC.
- Maintain a volunteer/supporter database.
- Provide effective leadership to interns/employees.

#### **Outreach/Education**

- Plan and coordinate annual 'Spring CSA Open House,' and represent MACSAC at public events and conferences.
- Update and distribute annual 'MACSAC Farm List.'
- Plan and coordinate farmer events including farm tours and winter gatherings.
- Reach out to low-income communities and communities of color to recruit people in those communities to lead and participate in MACSAC's work.
- Establish and maintain sound working relationship and cooperative arrangements with other food, farming, and allied groups.
- Write press releases and build and maintain positive relationships with press/media.

- Work with volunteers to maintain MACSAC's website and develop and distribute MACSAC's newsletter, *Just Eating*.

### **Grower Support and Partner Shares Programs**

- Provide program support for Partner Shares Coordinator in administration and identifying individuals and organizations eligible for and desiring participation in CSA farms.
- Oversee Grower Mentorship Program
- Coordinate health insurance provider rebate program
- Administer organic certification policies and compliance for MACSAC farm members.

### **Fundraising**

- Coordinate the updating, printing, storage, marketing and distribution of '*From Asparagus to Zucchini: A Guide to Farm Fresh, Seasonal Produce*,' MACSAC's 'Foodbook.'
- Provide consistent, reliable, and positive service to A-Z Foodbook customers.
- Sell A-Z Foodbook at area events and conferences.
- Build and maintain a positive working relationship with Jones Books, a local publisher/distributor who is helping distribute the 'A-Z foodbook' more widely.
- Seek donations for the Partner Shares Program's Assistance Fund from local donors and area churches.
- Take the lead in grant identification, writing and follow-up.

### **Administration**

- Work with the Board of Directors to design an annual planning process which results in measurable objectives and an activity plan.
- Manage daily affairs of MACSAC including maintenance of bank accounts, transfers and deposits
- Manage program budgets but not limited to the CSA Spring Open House, A-Z Foodbook, Partner Shares Program, and other correspondence.
- See that the board is kept informed on the condition of the organization and important factors influencing it. (Includes regular communication with the Board Chair, verbal reports at Board meetings and quarterly written reports)
- Manage the acquisition and maintenance of equipment and supplies for the organization.
- Be responsible for developing and maintaining sound financial practices and recordkeeping.
- Work with the Board in preparing annual budgets and see that the organization operates within budget guidelines.
- Assure that MACSAC is operating its affairs consistent with the provision of the US IRS as a 501c4 organization and the State of Wisconsin's Department of Financial Institutions including all record and reporting requirements.

### **APPLICATION PROCESS**

*Deadline for application is July 31, 2008 or until filled.*

- Cover letter (see instructions below)
- Resume
- Names and contact information of 3References

### **Cover Letter Instructions**

As a community-driven organization with a small staff and broad vision, the "fit" of a successful candidate to our organization is very important. Relevant experience and skills are only one part of what you will bring to

our organization – your values and passions are equally important. Please take the opportunity to address this in your cover letter.

**Emailed applications are preferred.** Word documents only please. Please limit your cover letter to two pages and send all materials to:

**Kristen Kordet, MACSAC hiring committee, [bluemooncommunityfarm@yahoo.com](mailto:bluemooncommunityfarm@yahoo.com)**

Please write “MACSAC Coordinator Application” in the subject line

Or mail to:

**Madison Area CSA Coalition**

**Attn: Coordinator Search Committee**

**PO Box 7814**

**Madison, WI 53707-7814**

*We will begin considering applications as soon as possible and will continue reviewing applications until the position is filled.*

*The Madison Area Community Supported Agriculture Coalition (MACSAC) are open to all. MACSAC does not discriminate on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation or disability in any of its policies or programs.*