



About Fit and Food Connection (FFC):

The Fit and Food Connection is a non-profit organization providing access to healthy food, fitness classes, holistic group wellness education, and one-on-one coaching to communities in need.

Our Vision: We envision a world where people in underserved communities all have strong minds and healthy bodies.

Our Mission: The Fit and Food Connection offers people living in food and fitness deserts access to free nutritious food, physical activities, educational workshops, and personal coaching to encourage and support healthy living.

To learn more about our organization, please visit www.fitandfoodconnection.org.

Disclaimer: The communities we serve are a result of disinvestment in northern St. Louis City and County, so we want to bring the community together to shift that narrative and support the health and wellness of our neighborhoods.

Director of Organizational Affairs

The Fit and Food Connection is looking for a Director of Organizational Affairs to manage The Fit and Food Connection's staff, internal and external systems, grants and funding campaigns. The Director of Organizational Affairs is a dynamic leader and effective verbal and written communicator. Works well in a team, but able to work independently on executive daily operations. Assists the Executive Director by planning and facilitating forward movements within the organization that aligns with The Fit and Food Connection mission.

This position requires 2+ years of nonprofit experience in organizational affairs and a focus on fundraising. You should enjoy working with a diverse population, be organized

and possess a high degree of personal motivation. Experience, knowledge and skill with Google Suite, Microsoft Word and Excel as well as the ability to adapt to new software is preferred. Capable of collaborating with staff, board members, donors and volunteers, a team player, not afraid to pitch in when needed! Requires strong professional communication skills. Experience working in social services environment and an interest in creating lasting change. Ability to interact with community members respectfully and empathetically.

Primary Roles and Responsibilities:

Strong fundraising experience and knowledge for a small to mid-sized budget nonprofit in the St. Louis region:

- Co-lead grant writing and prospecting (monthly)
- Lead Annual Fund of individual donors including board of directors (Spring & Summer)
- Lead Annual Event planning, logistics and implementation (Summer and Fall)
- Annual Special campaign (Fall & Winter)
- Stewardship activities and cultivating new relationships (quarterly)

Organizational management, planning and financials weekly tasks:

- Staff management and engagement opportunities (Annual)
- Business management such as paying invoices, bills, handling incoming company inquiries
- Scheduling community events and managing organizational calendar with leadership team
- Systems and internal infrastructure with organization CRM, Neonone with data entry, reconciliation with Quickbooks, and quarterly maintenance
- Project management system development and maintenance
- Attend 2 of the 6 board meetings annually

Location: Hybrid- Remote and In-Person at program sites, Thrive Co. Office Space- 222 S Meramec Ave St. Louis, MO 63105- and Other Community Events

You must:

- **BE COMFORTABLE WORKING IN UNDERSERVED COMMUNITIES WITH VULNERABLE POPULATIONS IN NORTH CITY AND COUNTY**
- Have reliable transportation and insurance
- Self-starter

- Strong computer skills to navigate internet, Microsoft and Google suite
- Dedicated to improving the health and wellbeing of Northern St. Louis
- Clean background

Time Commitment: *32 Hours Weekly. Some weekend and evening hours required with a minimum of 1 office day a week.*

Salary: *48-50k/ yearly, healthcare stipend*
Reports to Executive Director

To Apply please send your resume and a 2-paragraph personal interest statement on your connection to the health and wellbeing (specifically: food, physical exercise, and overall health) to marginalized communities in Northern St. Louis. The first due date for application submission is **Mar 29, 2024, at 5pm**. Please send all materials to gcole@fitandfoodconnection.org.