

## Partnerships, Social Enterprise & Finance Manager (Part Time)

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Slow Food Barbados (SFB)

### Position Overview

Slow Food Barbados is seeking an experienced professional as Partnerships, Social Enterprise & Finance Manager to be a valued member of its team. They will play a vital role in mapping the strategic outlook of the organization, championing fundraising, executing the daily operations of Slow Food Barbados's projects, and managing its collaboration with affiliate organizations and other partners. The position will ultimately report to the Director Community Outreach and Education, while working collaboratively with the Board Members, a cadre of volunteers and members of affiliated organizations.

### **Slow Food seeks to steward a dramatic and lasting change in the food system.**

Slow Food is a way of living and a way of eating. It is a global, grassroots movement with millions of supporters in 164 countries that links the pleasure of food with a commitment to community and the environment. Slow Food Barbados is working to reconnect Barbadians with the people, traditions, plants, animals, fertile soils, and waters that produce our food while protecting the rich heritage, traditions, and culture that food makes possible. The organization is also working to re-invigorate the youth's interest in food and bestow on them the knowledge of where it comes from.

The organization believes in the fundamental right to the basic pleasures of quality local food and consequently the responsibility to protect the heritage of food, tradition and culture that make such pleasure possible. We aim to acknowledge and celebrate local farmers, chefs, eateries, and artisans who contribute to good, clean, fair food and to spread awareness of the Slow Food philosophy and the establishments that support it.

The Slow Food Barbados chapter is run by a small volunteer board and administrative team. The organization actively recruits volunteers to assist with education, public awareness, and project execution.

The Partnerships, Social Enterprise & Finance Manager will manage relationships with a variety of external partners, international, regional, and private donors, consultants, partner organizations, project teams, interns, and volunteers.

The Partnerships, Social Enterprise & Finance Manager may also be called upon to temporarily exercise the duties of other directors within Slow Food Barbados, should the need arise. The The Partnerships & Finance Manager is responsible for:

- ⌘ Working in tandem with the Board Members to shape the overall strategic and operational direction of Slow Food Barbados including but not limited to: donor funding, fundraising, expansion of projects, and execution of its mission.
- ⌘ Developing a deep knowledge of field, core programs, operations, and business plans for the realization of Slow Food Barbados vision and mission.
- ⌘ The coordination and synchronization of Slow Food Barbados activities with that of the various affiliates and partners, maximizing limited resources and ensuring excellent service to the communities and various publics served.
- ⌘ Ensure efficient and effective stewardship (use of, record keeping and reporting) of restricted and unrestricted budgets, charitable donations, and donor funding.
- ⌘ Building and maintaining existing partner relationships and networks and performing to the highest professional standards.
- ⌘ Produce rigorous work product in a timely and reliable manner and elicit the trust of the Board, colleagues, and internal and external partners.

Slow Food Barbados seeks to create dramatic and lasting change in our national food system in Barbados by facilitating the development of food sovereignty and food security initiatives on the island. The core ethos of the organization is based on 3 core principles:

- ⌘ **GOOD:** Quality, Flavorsome and Healthy
- ⌘ **CLEAN:** Production that does not harm the Environment, the People, or the Animals
- ⌘ **FAIR:** Accessible prices for customers and fair pay and conditions for producers.

Slow Food Barbados is a volunteer organization and funding for this position is contingent on the ability of the incumbent to raise their own salary through fundraising and/or grant funding. Funding for this position will be provided for the period of one (1) year in which the incumbent is expected to design and execute a funding strategy that will take into account the finance of this position going into the future.

## Responsibilities

### Fundraising & Communications

- ⌘ Maintain existing donor relationships and deliver as per project objectives, outputs and outcomes.
- ⌘ Explore and present to team opportunities to generate revenue and access donor funding to support existing program operations and potential expansion of core activities.
- ⌘ Revise the existing marketing strategy and update where necessary to meet and maximize earned income goals, build brand identity, and generate media exposure.
- ⌘ Develop and manage an annual marketing calendar.
- ⌘ Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- ⌘ Serve as an advocate and spokesperson for Slow Food Barbados e.g. writing articles and participating in interviews on various forms of media.
- ⌘ Develop and pursue strategic marketing opportunities and partnerships. Use external presence and relationships to garner new opportunities.
- ⌘ Actively interface with the international donor community to identify and seek funding opportunities.
- ⌘ Develop fundraising strategy to meet and maximize contributed income goals.
- ⌘ Support key volunteers and the Board in cultivation and stewardship, including special events planning.

### Finance

- ⌘ Develop, monitor, and prepare monthly reports for operating budget, cash flow, and balance sheets with the Program Manager.
- ⌘ Oversee and coordinate with the Accountant, the bookkeeping function, including accounts payable, accounts receivable, payroll and related taxes, cash receipts, and cash balances etc.
- ⌘ Oversee and coordinate with the Accountant annual external audit, and preparation of year-end tax requirements.

### Planning & New Business

- ⌘ Work with the Directors and the Board to design the expansion of Slow Food Barbados and complete the strategic business planning process for the program expansion across Barbados with a special focus on low income and vulnerable groups.
- ⌘ Develop and manage grants/fundraising calendar and supply needed inputs (statements, budgets, data, etc.) for grant proposals, interim reports, and other funding requirements.
- ⌘ Identify new potential projects, clearly define risks, opportunities and resources required and write project proposals and implement donor funded projects from start to finish.
- ⌘ Maintain existing partnerships and networks while building new relationships with funders, similar type organizations, and political & community leaders.
- ⌘ Be an external local and regional presence that publishes and communicates program results with an emphasis on the successes of Slow Food Barbados as a model for the English-speaking Caribbean.

### Education

- ⌘ Minimum of a bachelor's degree in management, business administration, marketing, accounting or related social science discipline.
- ⌘ A master's degree is desirable.
- ⌘ National of Barbados, CARICOM or resident with a regular work permit.

### Experience

- ⌘ Five (5) + years progressive experience in a high-paced, rapid growth project, non-profit and/or development/aid environment.
- ⌘ Experience in organizational management with the ability to coach staff, manage, and develop high-performance teams, set, and achieve strategic objectives, and manage a budget.
- ⌘ Experience with international donor funding requirements and the ability to apply that knowledge in preparing project proposals and managing a volunteer workforce.
- ⌘ Experience in marketing, public relations, and fundraising with the ability to engage a wide range of stakeholders and cultures.

- ⌘ Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- ⌘ Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- ⌘ Proficient in the use of Google Suite and Microsoft Office Suite (Word, Excel, PowerPoint etc.)
- ⌘ High-level of motivation and energy with desire to “rollup sleeves.” Proven track record with and enthusiasm for building from the ground up and delivering projects on schedule.
- ⌘ A deep commitment to the mission and values of Slow Food Barbados and its affiliates.

## Duration

**Application Deadline:** December 14th 2021

**Period of Contract:** 1 year with a 3-month probationary period

**Effective:** January 15<sup>th</sup> 2021

**Type:** Part Time

**Commitment:** 20 hours/ week

**Compensation:** To be determined based on candidate

## Core Competencies

- ⌘ **Business Acumen and Agility**, open to change and flexible in a fast-paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.
- ⌘ **Effective Communication** expresses ideas or facts in a clear, concise, and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.
- ⌘ **Partnership** demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Excellent negotiating skills. Builds and maintains strong external relationships and is a competent partner for others.
- ⌘ **Ethical Conduct**, conduct business in an ethical, open, and transparent manner. A responsible steward of the organization's funds and its relationships with donors, partners, clients, employees, volunteers, interns, communities, and supporters. Accountable for the way in which resources are used and strive to do so in an efficient and effective manner.
- ⌘ **Integrity and Inclusion** treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.
- ⌘ **Leadership**, Ability to lead self and others, acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. Ability to interact with employees effectively, persuasively, and tactfully at all levels of the organization. Acts as a positive leadership role model, motivates, directs, and inspires others to succeed, utilizing appropriate leadership characteristics.

- ⌘ **Personal Effectiveness/Credibility/Results Oriented**, efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries. High-level of personal and professional integrity and trustworthiness with a strong work ethic and the ability to work independently with minimal direction.
- ⌘ **Problem Solving/Analysis** evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.
- ⌘ **Strategic Perspective**, develops and implements sustainable business strategies, thinks long term and externally to positively shape the organization. Strong organizational, analytical, and strategic planning skills with attention to detail and a high quality of work in a transitioning and high-pressure environment. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. Ability to elicit cooperation from a wide variety of sources, including senior management, clients, and other departments

### Reporting and Supervisory Chain

The position will ultimately report to the Director Community Outreach and Education, while working collaboratively with the Directors and the Board members, affiliate organizations e.g. Caribbean Permaculture Research Institute (CPRI), WIRRED and The Local & Co. among others.

### Work Environment

This job operates in an office environment however the incumbent will be required to move between the various business locations and spend substantial time in the field executing activities.

## Duration

**Application Deadline:** December 10th 2021

**Period of Contract:** 1 year with a 3-month probationary period

Requirement:

**Effective:** January 2<sup>nd</sup> 2021

**Type:** Part Time

**Commitment:** 20 hours/ week

**Compensation:** To be determined based on candidate