



March 3, 2014

Eastern WA Value Chain Advisor Contract Posting

Slow Money Northwest (SMNW) is managing a two-phase Farm to School project between Washington State food producers and the Eastern Washington school districts involved in a regional school-based scratch-cooking program. SMNW is seeking a part time contractor in Eastern Washington to help local school districts form contracts with Washington State food producers.

Phase I is to conduct research to determine readiness by these districts to purchase healthy school food items from local farmers, ranchers and food producers in Washington State. The goal of this assessment is to better position SMNW and its contractor(s) to help one or more of these districts secure contracts for local food with Washington State farmers. Phase I is to be completed by April 30, 2014.

Analysis and reporting from Phase I will influence the action plan for Phase II. Phase II will be focused on securing 1 to 7 contracts or off-contract purchases between aligned school districts and state food producers. This work will begin as soon as possible and will be completed by October 31, 2014.

The Value Chain Advisor will work with Outreach and Education Specialists from the Washington State Department of Agriculture who educate school districts about how to properly procure geographically preferenced foods; and alongside similar efforts in Central WA.

SMNW is seeking an individual with the qualifications listed below. Since the skills for Phase I research are different than those needed for the sales and implementation work of Phase II, there is a chance that a different person will be contracted for each phase. The decision will be based off of performance within Phase 1.

Tasks

Phase 1

- Attend March 19th WSDA Farm to School purchasing workshop in Spokane
- Interview seven Food Service Directors and/or their staff to determine readiness to procure geographically preferenced food
- Document interviews
- Create report with recommendations for Phase II
- Deliver weekly progress reports to SMNW
- Deliver monthly invoices to SMNW for reimbursement
- Perform other tasks necessary to support project success

Phase II

- Develop and maintain relationships with specific food service personnel
- Work to identify and engage food producers that align with school districts' interests, needs and requirements
- Work with sellers to make sure they can match requirements of regulations and schools
- Work with any intermediaries as needed for accounting, delivery and other logistics
- Coordinate work with key SMNW, WSDA and Empire Health Foundation staff
- Make sure contracts and/or purchasing agreements are secured between schools and food producers
- Deliver regular progress reports to SMNW
- Deliver monthly invoices to SMNW for reimbursement
- Deliver final report
- Perform other tasks necessary to support project success

Qualifications

- Ideal candidate has experience with school food purchasing programs and has at least an interest in promoting purchase of regional foods.
 - Next best person has experience with other institutional food programs and is interested in promoting purchase of regional foods.
 - Next best person has experience selling wholesale food to wholesale and/or institutional buyers.
- Strong listening skills
- Can handle independent contracting and has basic office equipment (computer, phone, etc.)
- Self-motivated to complete work in timely manner
- Good record keeping
- Ability to accurately capture interview and meeting notes and with capturing opportunities for success
- Good phone skills, personable
- Has own mode of transportation
- Based in eastern WA

Benefits

- Opportunities to successfully develop the emerging farm to school industry.
- Opportunities to prove regional food economies are a valid segment of commerce.
- Opportunity to become one of the first Value Chain Advisors in the country.

This is a Level-of-Effort Term Contract based off of the tasks defined above. Compensation is competitive and commensurate with experience. The weekly schedule is flexible. The Contractor is responsible for their own transportation and work space. This position is open until filled. Please email cover letter and resume to tim@slowmoneynw.org to be considered.

Slow Money Northwest catalyzes growth in our regional food economy by providing education and market research to impact investors and foundations, and business and capital development services to sustainable food and farming enterprises. For more information visit slowmoneynw.org.