Project Manager — SoLA Food Cooperative

Position Summary

Temporary | Project-Based (Independent Contractor) | Approx. 15 hrs/week 12-Month Contract
Location: Primarily Remote with Availability for South LA-Based Meetings & Events Salary Range: $2100-2700 monthly

About SoLA Food Co-op

SoLA Food Co-op is a community-based organization rooted in South Los Angeles, dedicated to promoting food justice, sustainable agriculture, and community ownership by opening a full-service grocery store. We aim to empower residents through access to healthy food, education, and cooperative economic development. Our work is deeply tied to the needs and voices of our community.

Position Summary

SoLA Food Cooperative seeks a highly organized, proactive **Project Manager** to coordinate planning activities, manage project timelines, and support engagement with the Board of Directors and key partners. This part-time (approx. 15 hours per week), 12-month position is ideal for a detail-oriented professional who can manage multiple workstreams, strengthen communication across stakeholders, and translate vision and strategy into clear plans and actionable deliverables.

The Project Manager will play a critical role in advancing SoLA Food Cooperative's next phase of development, with priorities centered in three key areas: **fundraising, communications, and community engagement**. Working closely with leadership, consultants, board members, and partners, the Project Manager will help build the infrastructure, relationships, and momentum necessary to support the Cooperative's long-term sustainability and physical presence.

Key Responsibilities

Fundraising & Resource Development

- Oversee the coordination and implementation of short- and long-term fundraising strategies

- Support the development of plans to identify, cultivate, and solicit funding sources aligned with organizational goals

- Conduct research on government, corporate, foundation, and private funding opportunities to support site selection in the short term and the eventual development of a physical location

- Track fundraising activities, timelines, and deliverables, ensuring alignment with strategic priorities

- Prepare background materials and updates for board and partner discussions related to fundraising efforts

Communications

- Collaborate with a communications consultant to identify and implement strategies to increase Cooperative membership/ownership

- Support efforts to raise general awareness of SoLA Food Cooperative's mission, values, and impact

- Help coordinate messaging, outreach plans, and materials that align fundraising and community engagement goals

- Maintain clear documentation and reporting related to communications initiatives

Community Engagement & Partnerships

- Research government, foundation, and private sector opportunities that support community-based site acquisition and development

- Support engagement with community partners, stakeholders, and public agencies

- Coordinate meetings, prepare agendas, and track follow-up actions related to partner and board engagement

- Ensure consistent communication and alignment across stakeholders involved in site development and planning efforts

Qualifications

- 2+ years of project management or program coordination experience (nonprofit, community, or cooperative experience a plus)
- Strong organizational skills with the ability to manage multiple priorities and deadlines
- Excellent written and verbal communication skills
- Demonstrated ability to work collaboratively with boards, partners, and community stakeholders
- Proficiency with project tools (e.g., Google Workspace, Airtable, Asana, Trello, Monday, or similar)
- High attention to detail and ability to anticipate needs and solve problems independently
- Retail grocery experience a plus

Work Structure

- Part-time role (anticipated 15–20 hours/week; flexible based on project cycle)
- 12-month term position
- Hybrid/remote possible depending on organizational needs; some in-person meetings in Los Angeles may be required

Preferred Attributes

- Commitment to food justice, community ownership, and cooperative values
- Experience facilitating meetings and supporting cross-sector partnerships
- Comfort working in evolving environments and building structure where needed

To Apply

Please submit a resume and brief cover letter outlining your relevant experience and interest in SoLA Food Cooperative to **solafoodcoop@gmail.com**.

Fundraising Consultant - SoLA Food Cooperative

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Position Summary

SoLA Food Co-op is seeking an experienced **Fundraising Consultant** to lead our fundraising efforts during a critical 6-month project period. The ideal candidate will have a strong background in securing funding for community-based or nonprofit organizations, particularly those engaged in food justice, cooperative development, or economic equity in under-resourced communities.

This is a part-time (approx. 15 hours/week), independent contractor position. The consultant will work closely with the SoLA Board and stakeholders to identify, write, and submit funding proposals to local and national sources.

Key Responsibilities

- Develop and implement a fundraising work plan aligned with SoLA's mission and current goals
- Identify and pursue funding opportunities from foundations, corporations, government agencies, and CDFIs
- Research and recommend grant opportunities relevant to food co-ops and food justice work

- Write and submit compelling grant proposals and reports
- Collaborate with the Board to gather supplemental materials and background needed for proposals
- Track grant deadlines, submissions, and reporting requirements
- Attend and participate in fundraising-related meetings and community events as needed
- Provide strategic advice on long-term fundraising capacity and infrastructure

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Qualifications

- Minimum 5 years of experience in fundraising for nonprofit or community-based organizations or equivalent
- Demonstrated success in securing grants and other funding
- Strong knowledge of local and national funding sources, including foundations, corporations, government entities, and CDFIs
- Familiarity with South Los Angeles and the food justice landscape is highly preferred
- Excellent writing, research, and communication skills
- Strong project management and time management abilities
- Self-motivated and able to work independently with minimal supervision
- Availability for regularly scheduled virtual or in-person meetings

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Terms

- **Position Type**: Independent Contractor

- **Duration**: 12 months
- **Time Commitment**: Approx. 15 hours/week (flexible)
- **Compensation**: Commensurate with experience; please include your hourly rate or project fee expectations in your application

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To Apply

Please submit a resume and brief cover letter outlining your relevant experience and interest in SoLA Food Cooperative to **solafoodcoop@gmail.com**. Additionally, providing two examples of successful grant proposals is optional but preferred.