



**Not Far From The Tree - Seeking New Steering Committee Members:  
Administrative Lead and General Members**

***If interested, please apply by December 17, 2024.***

**About Not Far From The Tree (NFFTT)**

Not Far From The Tree is an award-winning, Toronto-based fruit picking project. Our mission is to harness the power of fruit trees to create healthy, resilient, sustainable, and connected communities across Toronto. We empower Torontonians to pick and share fruit that would otherwise fall to waste, while providing opportunities to connect more intimately with their neighbours, environment, and food system. We act as, and empower people to be, stewards of the urban orchard to ensure its benefits can be realized for many generations to come. We envision a Toronto where everyone has access to the urban harvest as part of a resilient, local food system that builds community, and is based on the value of shared abundance.

As a project of MakeWay Charitable Society, NFFTT is advised by a Steering Committee with responsibility for strategic direction, as well as overseeing fundraising, communications, operations, programming and finances. We are recruiting for both a Administrative Lead and additional General Members.

**Description**

- The ideal candidate for the role of **Administrative Lead** will have demonstrated experience in administrative support and communications.
- The ideal candidate for the **General Member role** has demonstrated experience in community development, social services, business, or philanthropy.

Together, as members of the Steering Committee, they are committed to advancing NFFTT's mission by providing strategic guidance, supporting fundraising activities, and acting as a public champion of our work. They are open to contributing to NFFTT's culture of sharing in a variety of ways, and they have expertise and/or passion for sustainable food systems, food security, or community building. In a rapidly changing world and natural environment, we're looking for collaborative people with a knack for seeking new opportunities and innovative ways to ensure long-term sustainability, build organizational capacity and productivity, and further our mission in the years ahead.

**Key Responsibilities**

**Strategic Planning & Organizational Support**

- Participate actively in Steering Committee work and volunteer for and willingly accept assignments and complete them thoroughly and on time
- Provide advice on the strategic direction and guidance to the project as it grows, develops, and adapts to changing needs

- Act as an ambassador for the organization within your networks and during NFFTT events

### **Fundraising**

- Be a personal advocate for the cause, communicate with donors to convey thanks and enthusiasm for the organization's work
- Help identify prospective donors and opportunities, and be willing to make introductions to the Project Director to build out the relationship
- Help cultivate donors through invitations to organizational events, special picks, special events, lunch and learns, etc.
- When appropriate, ask donors for financial contributions to the organization or make introductions to connect the prospective donors
- Attend NFFTT's public events and bring prospects and friends
- If able, contribute to NFFTT's culture of philanthropy by making a personal gift to the organization's mission

### **Committee Attendance & Involvement**

- Build a collegial working relationship with other members and contribute to an effective team
- Stay informed about committee matters, prepare well for meetings, and review and comment on minutes and reports
- Actively participate in Steering Committee's annual evaluation and planning efforts

### **Specific Responsibilities of the Administrative Lead:**

- Coordinate with Project Director and Steering Committee members to schedule, plan, and seamlessly execute recurring bi-monthly meetings and important related meetings
- Prepare and distribute meeting agenda to contributors and attendees, ensuring access to relevant documents
- Maintain an organized repository of Steering Committee documents, including meeting minutes and correspondence

### **Committee Requirements:**

- Can commit up to 5-10 hours a month
- Regularly attend bi-monthly Steering Committee meetings and important related meetings

If you love our city, share our mission, and have the experience we are looking for, we'd love to hear from you! Please send your resume and cover letter to **the Steering Committee Chair, Madelaine Emberson, at [maddie.emberson@gmail.com](mailto:maddie.emberson@gmail.com) with the subject line "Not Far From The Tree - Steering Committee Application"** to tell us what makes you a good fit for either of these roles.

Not Far From The Tree is strongly committed to creating a diverse workplace environment and we welcome and encourage applications from folks of marginalized identities, and the communities we serve. We are proud to be an equal opportunity employer. Not Far From The Tree will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.