



For immediate release:

8/4/2021

Are you skilled at facilitation and have experience assisting with strategic planning?

Do you want to see organic fruit growers get the support they need to be successful?

This is a great opportunity to align your strengths with your values. Contact Amy Bacigalupo at ofgacoordinator@gmail.com for application information.

Last day to apply is Monday, August 16th, 2021.

OFGA Strategic Planning Facilitator Job Description

What: Contract position starting in August 2021 and ending in January 2021

Goal of Position: To assist in strategic planning with the Board and members of the Organic Fruit Growers Association.

Estimated Total hours: 45

Rate of Pay: negotiable based on experience

Expectations and Outputs of facilitator/consultant:

- Review previous member input, planning documents and current work plan (by August 30th).
- Participate in strategic planning process as a part of the OFGA's Strategic Planning Steering Committee (Monthly meetings starting in September 2021)
- Assist with selection of key questions for interviews and surveys (Sept. 2021)
- Write a summary of key findings from interviews (November 2021).
- Draft outcomes, outputs and an outline for facilitating strategic planning at in-person retreat for review with SPSC (by October 30th, 2021).
- Facilitate strategic planning at in-person OFGA retreat (December 2021).
- Gather input from members during strategic planning sessions at annual retreat (December 2021).
- Share input from meeting and develop a summary of OFGA's priorities based on consensus built during annual meeting (by January 10th, 2022)
- Review draft strategic plan (by January 30th, 2022).

Breakdown of Facilitator's responsibilities and hours:

Timeline for Strategic Planning: Six months, August 2021 – January 2022

Total time commitment: approximately 45 hours in four phases

Phase 1: Getting Ready (Research and Information Gathering): 4 hours (September 2021)

- Review previous member input, planning documents, current work plan, mission, bylaws and relevant information from OFGA's website.
- Participate in OFGA's Strategic Planning Steering Committee call in early September.

Phase 2: Assessing the Environment: 5 hours (September and October 2021)

- Help Strategic Planning Committee to develop stakeholder survey and interview questions.
- Work with staff to develop a plan for gathering results of stakeholder surveys and interviews.
- Develop a written summary of the results of the surveys
- Participate in OFGA's Strategic Planning Steering Committee call in early September.

Phase 3: Agreeing on Priorities: 30 hours (November and December 2021)

Plan and facilitate strategic planning during OFGA's in-person retreat in early December 2021 where we will:

- Prepare a 'report of findings' from the information gathering phase to share during retreat.
- Facilitate strategic planning at in-person OFGA retreat
- Gather input from members during strategic planning sessions at annual retreat

Phase 4: Writing Strategic Plan: 6 hours (December 2021 through January 10th, 2022)

- Analyze outcomes of retreat and provide OFGA with a written summary of input gathered at retreat along with priorities that were identified through consensus.
- Facilitator reviews draft of strategic plan based and provides written comments.
- Meeting with Strategic Planning Committee to review summary of analysis and input gathered by facilitator and draft strategic plan.

Responsibilities of Organic Fruit Growers Association

- OFGA Board members and the Coordinator conducts telephone interviews with OFGA members (max 3-4 each – 15 to 20 OFGA members).
- Logistical coordination of December 2021 Retreat, including equipment, materials, space rental and food (OFGA Coordinator)
- OFGA determines strategic plan goal statements and finalizes plan with minimal facilitator support
- Development of measurable objectives to evaluate effectiveness of the organization (Strategic Planning Committee – convened and facilitated by OFGA Coordinator; OFGA coordinator develops first draft of strategic plan based on information gathered during retreat)
- Provide a monitoring document and timeline for periodic updates of strategic plan on a regular basis (Strategic Planning Committee; OFGA coordinator develops first draft of strategic plan based on information gathered during retreat))
- Adopt 3-year strategic plan. (OFGA Board)

Contact Amy Bacigalupo at ofgacoordinator@gmail.com for application information.