



FARM TO TABLE CHAIR

AKA: Head honcho, Commander, Overlord, Czar, Superhero, Grand Poohbah, Captain, Title Role, Sheriff, Fearless Leader

After successfully hosting the first Downtown Hillsboro Farm to Table event in 2016, we thought ‘We could really blow people’s minds if we weren’t actually flying by the seat of our pants in 2017.’ That’s where you come into the picture, because you have enough event coordination experience to put an event together and are excited to take something great and make it even better. Your people and organization skills, in addition to your network of contacts and follow-through make you the perfect person to lead and motivate the committee of eager, skilled, and engaged volunteers that we have waiting for you.

Purpose of this role: The Executive Director and Board of Directors will have your back as you oversee this fundraising event from start to finish. We need someone to ensure everything comes together and that the second annual Farm to Table meets its objectives while embodying the values of the organization in all facets of implementation.

Results expected: Below are the results that this role needs to produce, but since there are many different paths to the same outcome, you will be responsible for choosing the paths that work best for you. And whether those paths are right-brained or left-brained, our Executive Director and key volunteers will be there to support your work along the way.

- The placement of ideal volunteers for the other lead coordination roles: farm, restaurant, beverage liaisons, sponsorship, logistics, and promotions. Then ensure that they have the resources and tools for success.
- Creation of realistic timelines and confirmation that deadlines are met. This may include scheduling and facilitating meetings, as well as developing agendas and checking in with individuals.
- Adherence to the approved budget.
- Feedback that demonstrates that event volunteers felt appreciated and will want to help again.
- A report that demonstrates quantitative outcomes and qualitative conclusions that recommended how the event can be improved in the future.
- Recommendation for an appropriate person to succeed you in this role next year (in the event you will not be returning, of course).

Qualifications: It’s probably best if you bring these qualities with you, but if your goals include trying to develop these qualities, it may still be a good match.

- Ability to talk *and* listen. You will need to communicate regularly with passionate people from a variety of backgrounds.



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- Ability to work in collaborative team setting and work independently: the yin and yang of event coordination.
- Ability to lead and ensure that scope doesn't creep and tangents don't dominate.
- Possession of good judgement and the discretion to follow the policies and best practices of the organization as they relate to the event coordination and implementation.
- Humbleness to ask for help when you need it and check in with the Executive Director about both the good things and the challenges.
- Willingness to professionally represent the Hillsboro Downtown Partnership's values of progress, cooperation, authenticity, resiliency, and attentiveness. This will mean spending a little time learning about what we do and why we do it before jumping into your role.
- Ability and willingness to commit to the time needed for success. Starting in February, this role will need to dedicate an average of 10 hours/week through the end of July. You will have your own Number Two to help cover conflicts and lessen the load when deadlines are looming.
- And, most importantly, you must be available the entire day/night of the event: Friday, July 14, 2017. (This one is the real deal-breaker.)

Benefits of role: Besides bragging rights and the opportunity to sample some amazing locally sourced food and beverages, here's a few more things you could gain from filling this role.

- You will meet enthusiastic, community-minded folks.
- You'll get the opportunity to better understand why people who live in Hillsboro love Hillsboro.
- Increase your knowledge of the restaurant, beer, and wine industries in our area.
- Enhance your event planning and community engagement skills while working with an enthusiastic and experienced gang of volunteers.
- You can build your portfolio/resume for that dream job or promotion for which you've been angling. You'll be able to list leadership, marketing, fundraising, volunteer coordination, project coordination, logistics, partnerships, reporting... You get the picture.
- Sampling amazing foods and drinks – need we say more?

Have We Got You Hooked Yet? If so, please send a letter of intent (max 500 words) to director@hillsborodowntown.com explaining how your awesome skills and expertise will help boost the success of this event, and why you'd be the best choice as Head Honcho for Farm to Table 2017. Deadline to apply for this position is February 20th at 5:00pm.



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FARM TO TABLE VICE-CHAIR

AKA: Sidekick, Number Two, Right-Hand-Wo/man, Second Banana, Understudy, Accessory, Accomplice, Deputy, Apprentice, Cautious Leader

Every magician needs an assistant, and this is a great opportunity for someone striving to learn the tricks of the trade. In this position, you will work alongside an experienced event coordinator and learn all the tricks: from delegation to follow-through and permits to sponsorships. As the second-in-command, it will also be your chance to fill in the holes of experience that your lead may have. Remember, the show must go on, but it will be a lot better with fake screams from the assistant.

Purpose of this role: The Executive Director and Board of Directors will have your back as you oversee this fundraising event from start to finish. With such a large undertaking, the chair will need a wing wo/man to ensure everything comes together and that the second annual Farm to Table meets its objectives while embodying the values of the organization in all facets of implementation.

Results expected: See above results expected listed under the Chair position. The Sidekick will help get this job done and be a supporting role to the Head Honcho.

Qualifications: See above qualifications listed under the Chair position. It's probably best if the Sidekick also bring these qualities, but again, if your goals include trying to develop these qualities, it may still be a good match. And you'll have a fantastic mentor along the way.

Benefits of role: Besides bragging rights and the opportunity to sample some amazing locally sourced food and beverages, here's a few more things you could gain from filling this role.

- You will meet enthusiastic, community-minded folks.
- You'll get the opportunity to better understand why people who live in Hillsboro love Hillsboro.
- Enhance your event planning and community engagement skills while working with an enthusiastic and experienced gang of volunteers.
- Increase your knowledge of the restaurant, beer, and wine industries in our area.
- You can build your portfolio/resume for that dream job or promotion for which you've been angling. You'll be able to list leadership, marketing, fundraising, volunteer coordination, project coordination, logistics, partnerships, reporting... You get the picture.
- Sampling amazing foods and drinks – need we say more?

Have We Got You Hooked Yet? If so, please send a letter of intent (max 500 words) to director@hillsborodowntown.com explaining how your awesome skills and expertise will help boost the success of this event, and why you'd be the best choice as the leading Sidekick for Farm to Table 2017. Deadline to apply for this position is February 20th at 5:00pm.



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