



Position Announcement

Director of Development

February 10, 2022

Job Type and Schedule: Full-time; 40 hours per week

Compensation and Benefits: Salaried and exempt; pay range of \$54,080 to \$66,560; benefits include three weeks paid vacation; 12 holidays; two personal days; and 15 sick days per year; 401(k) matched up to 4%; and local food, technology, and professional development stipends.

To apply: Please send an email with title “Director of Development Position” with a résumé and cover letter to Alisa Klein, Executive Director, to: alisa@growfoodnorthampton.org

Deadline: Please apply by 12:00 noon on Friday, March 11, 2022.

About Grow Food Northampton

Grow Food Northampton (GFN) is a dynamic food justice organization providing food and land access and educational programming to all members of our community in Northampton, MA. Grow Food Northampton owns a 121-acre Community Farm where we lease land to ten farms practicing sustainable agriculture and manage a 320-plot organic community garden. We operate vibrant year-long downtown farmers markets; educate children and adults through farm- and classroom-based workshops about sustainable and regenerative gardening and farming and participation in the local food system; and conduct food access initiatives that invite people of all incomes into the local food movement. Founded in 2010, Grow Food Northampton is rooted in values of racial and environmental justice and shifting power to those who have been marginalized by the conventional food system. We employ five full-time and six part-time staff members, and work with hundreds of volunteers, interns, and program participants.

Position Description

The Director of Development (DoD) will play a key role in sustaining GFN’s ongoing growth and financial health with the goal of increasing consistent and diverse revenue streams for the organization. In collaboration with and under the supervision of the Executive Director, the DoD will lead the organization’s development work to grow our annual budget through all aspects of

institutional, corporate, and grassroots fundraising. The DoD will develop strong partnerships with institutional and corporate donors; manage donor prospecting, cultivation and stewardship; and grow our newly-minted planned giving program. They will develop the board of directors as a fundraising force for the organization and supervise the Community Engagement Coordinator who oversees the day-to-day management and maintenance of our CRM including tracking and reporting on donor gifts. The ideal candidate for this role will be passionate about the mission of Grow Food Northampton and love donor engagement. They will be a talented communicator and writer, event planner, and strategic thinker with years of experience in the field of nonprofit fundraising.

Responsibilities

General Development Duties

- Lead the organization's Development Team in all aspects of fundraising for the organization including the development of fundraising strategies; donor event planning and management; board engagement with fundraising; institutional and corporate giving; donor prospecting, cultivation, and stewardship; annual campaigns; planned giving; and an annual regional collaborative giving day
- In collaboration with the Executive Director, develop and execute an annual development plan for the organization including setting fundraising goals; track and analyze its progress to ensure it is hitting all targets; and report on progress to the Development Committee

Collaboration with Staff

- Engage regularly with program staff to stay abreast of programmatic work and innovations
- Collaborate with the organization's Communications Team to create effective synergy between their work and the raising of funds, including the design of consistent and effective messaging to motivate and increase giving

Institutional Giving

- Collaborate with the Executive Director to research, identify, and develop partnerships with foundations; share institutional and corporate grant writing, tracking, and reporting
- Develop and implement approaches to corporate giving; nurture relationships with local businesses and solicit ongoing support from them

Grassroots/Individual Donor Prospecting, Cultivation, and Stewardship

- Prospect new donors, communicate regularly with current donors, and solicit monetary support through emails, calls, meetings, and events, and manage all follow-up associated with financial asks
- Cultivate continued support among a portfolio of existing major donors and recruit new supporters at the major-gift level

- In collaboration with the Executive Director, serve as leader among regional food systems organizations to produce all aspects of annual day of giving, Valley Grows Day
- Supervise the Community Engagement Coordinator who provides key support for processing gifts, analyzing donor trends, and event design and management

Event Planning and Execution

- Collaborate with Executive Director, Communications Team, and Development Committee to design and produce one-time and annual signature donor events

Board Engagement

- Collaborate with Chair of the board-staff Development Committee to achieve full participation in fundraising efforts by the GFN Board of Directors

General

- Participate in weekly staff meetings, trainings, and other staff activities
- Participate in promoting a culture of care within the organization to foster employee well-being, and within the greater community surrounding the organization, including program participants, volunteers, donors, and other community members
- Perform other duties as assigned

Qualifications

- A strong commitment to building a just and sustainable local food system, racial and economic justice, and shifting power to community members marginalized by the conventional food system
- A minimum of three years of experience in managing a development program for a non-profit, including cultivating new and major donors, designing and managing donor events, implementing a planned giving program, developing institutional partnerships, and designing and carrying out annual appeals and giving days
- A high level of comfort and enjoyment engaging donors and asking for support
- Excellent communication skills, including the ability to conduct telephone calls and write professional and engaging correspondence, grant proposals and reports, and other communications and copy
- Excellent interpersonal skills, sound judgment, and professionalism
- Enthusiasm for working collaboratively with colleagues and the ability to share leadership and achieve consensus
- Creativity and a positive attitude
- Comfort using a CRM, spreadsheets, and other technological platforms
- Experience supervising development staff
- Minimum experience of 2 years coordinating projects

Systems We Currently Use and Memberships Relevant to Fundraising

- Currently using Salesforce as our CRM with the intention of choosing and migrating to a new CRM in the near future
- GrantStation
- Philanthropy MA (with access to Foundation Directory Online)
- MA Nonprofit Network

Additional Information

Writing samples and three references may be requested.

Grow Food Northampton is operating as a primarily remote workplace, although we do have an office where staff come to work, meet, store materials, and utilize technical equipment and other resources.

We have a strong preference for a candidate who lives locally and knows the greater Northampton community well.

Grow Food Northampton values work-life balance and allows for flexibility in staff members' daily schedules.

The position requires occasional local travel for donor and other meetings and events. A car and driver's license are not required but would be helpful.

Grow Food Northampton is an equal opportunity provider and employer. People of all races, colors, religions, sexual orientations, gender identities, national origins, and ability, are encouraged to apply. We embrace diversity and equal opportunity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.