URBAN HARVEST STL: Position Description

DEVELOPMENT COORDINATOR

Urban Harvest STL builds community around inclusive and resilient local food systems. We believe all members of our community should have equitable access to fresh, healthy food regardless of socioeconomic status, race, or location and the ability to grow it, if they desire. We grow healthy food and community in St. Louis through urban agriculture, environmental sustainability and public programming. We manage a network of urban farms and distribute the majority of food we grow to communities in need through partnerships with other nonprofits to improve fresh food access for St. Louisans impacted by food insecurity.

Position

The Development Coordinator will build capacity for the nonprofit 501(c)3 organization Urban Harvest STL through development and implementation of an annual funding strategy. The Development Coordinator is directly accountable to the Executive Director and works in close alignment with foundations, organizations and individuals that support our mission. This position is responsible for writing grants, optimizing fund tracking systems and measuring and communicating the impact of Urban Harvest STL’s programs through data tracking, evaluation, and reports. This position will also take part in coordination of Urban Harvest STL’s fundraising events and ‘Friend of the FOOD ROOF’ membership program.

Responsibilities

- Articulate Urban Harvest STL’s vision and mission to funders, organizations and individuals
- Advocate for Urban Harvest STL’s core value of equity in all aspects of their role

Grant-writing and Reporting

- Research and identify individual, corporate, government, and foundation funding prospects that are aligned with our mission and goals
- Review, write, and edit grants and reports as needed
- Compile information for grants and reporting, maintain a grant and report calendar, and ensure timely submission of all materials.
- Work with Events and Marketing Coordinator to compile the annual impact report

Donor Management and Engagement

- Database management: Maintain accurate gift and relationship data, run reports upon request; share information regarding development metrics
- Donation and invoice management: Gift processing and acknowledgment within 48 hours of receipt

Urban Harvest STL | P.O. Box 56634, St. Louis, MO 63156 | admin@urbanharveststl.org | 314.810.6770
- Member management: Process new members in database, manage physical mailings and coordinate communication with Event & Marketing Coordinator
- Online giving process management: Update website’s donation page, coordinate fundraising campaigns and emails in conjunction with Event & Marketing Coordinator
- Participate in activities and efforts designed to educate new and existing donors on organization’s work, including impact and challenges

Events and Sponsorship
- Identify priorities for sponsorship opportunities and help create content for the annual Sponsorship Opportunities Packet
- Assist in coordination of event sponsors, partners, volunteers and budgets
- Provide support at events
- Other duties and projects as assigned

Qualifications & Skills
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- An action-oriented, entrepreneurial, and adaptable personality that excels in a dynamic and innovative environment
- Ability to work independently and inspire others while contributing to the team effort
- A passion for urban agriculture, health, and community development
- A commitment to social justice and the creation of an equitable food system for all.
- Degree in a relevant field or combination of experience and training resulting in equivalent knowledge and skills
- Superb organizational skills with a track record of managing on time and on budget
- Proficiency with Microsoft Excel, Google Drive, Docs and Calendar
- Experience successfully writing grant proposals and/or donor development strongly preferred.

Position is full time and requires 40 hours/week. Schedule of work will be primarily Monday-Friday with occasional weekends or evenings required. The salary range for this position is $40,000-$42,000 annually and includes paid wellness days, vacation and holidays. Also included is a monthly healthcare reimbursement stipend.

To apply, please send a cover letter and resume to: careers@urbanharveststl.org. Applications without a cover letter will not be considered. Applications will be accepted until the position is filled. Select candidates will be requested to submit a writing sample and provide 3 professional references.
Equity and Anti-Discrimination Policy
Urban Harvest STL does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, age, disability, military status, or marital status in any of its activities or operations. This policy applies to hiring and firing of staff, selection of volunteers, and provision of services. We are committed to creating a welcoming environment on our farms for all community participants, visitors, partners, employees, and board members. We acknowledge that intersecting structures in our food system marginalize, oppress, and exploit Black, Indigenous and People of Color (BIPOC). We also acknowledge that BIPOC growers have shaped agriculture as we know it today, while their crucial contributions have gone largely unrecognized. By centering racial equity, we commit to working toward a just food system in all aspects of our work. We expect that staff members will advocate for our core value of equity in all aspects of their stewardship of our organization’s mission and goals.