



FARMER FOODSHARE

JOB OPENING: Director, Development and Community Relations

Application Deadline: Rolling

Start Date: January, 2017

About Farmer Foodshare

Farmer Foodshare is a fast-paced nonprofit whose mission is to connect people who grow food with people who need food. Simply put, we strive to make fresh, local food available to everyone in the community, and to make sure farmers growing it make a healthy living. After seeing gaps in the local food system, farmers and shoppers at the Carrboro Farmers Market founded Farmer Foodshare in 2009. We now serve fresh local produce to over 30,000 people a year with the support of dozens of local farmers, farmers markets, community volunteers, student groups, and non-profit partners. More information available at www.farmerfoodshare.org.

About the Position

The Director of Development and Community Relations is the lead role for development and communications for Farmer Foodshare and reports to the Executive Director. Working collaboratively with the Executive Director and Board, this person will help raise the approximately \$500,000 in the first year (fiscal year 2017). This position is based in Durham NC and is full-time. Flexible schedule, with light weekend or evening work sometimes required.

The ideal candidate will be highly organized, detail-oriented, dynamic in approach, a critical thinker, and business driven. You need to be a great communicator: diplomatic, yet firm, and able to inspire and win supporters, working well across boundaries, and approaching challenges with ownership and energy. You need to be able to take personal initiative and work independently as well as collaborate with others on donor strategies in a team-oriented approach. If you are creative, result-oriented, self-starting, willing to learn, and able to manage an unpredictable schedule, then this may be the job for you.

Responsibilities

- Serve as a member of the organization's leadership team and a thought partner to the Executive Director.
- Works with the Executive Director and Development Committee to set a development plan that outlines goals and targets, including: identifying resource requirements; researching funding sources; establishing strategies to approach



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- fundraisers; submitting proposals; and administering fundraising records and documentation to ensure a cost-effective approach
- Manages the implementation of fundraising campaigns and activities, including community events, fundraisers, sponsorship recruitment, mailings, and donor recruitment
 - Complements the Executive Director as a relationship builder for Farmer Foodshare, identifying and cultivating relationships with prospective individual donors, corporate sponsors, and government and policy networks
 - Engage in face-to-face solicitations, both directly and in partnership with Executive Director and Board members.
 - Maintain confidential fundraising information on databases and hold primary responsibility for the accuracy and integrity of the database information
 - Forecasts and evaluates the potential of fundraising campaigns and activities
 - Manage donor appreciation, recognition and retention, especially for major donors. Create and implement 12-18 month strategies for identification/qualification through solicitation and stewardship
 - Responsible for volunteer strategic development, including planning and developing stakeholder and volunteer stewardship, engagement and retention with support from the DS Manager and ED
 - Acts as the first point of contact for new volunteers and manages volunteer intake and database
 - Trains and develops Development and Administrative volunteers
 - Works with the Executive Director to develop strategy on all aspects of communications—from in-person outreach to web presence with the goal of building brand identity and strong relationships
 - Manages implementation of communications plan, working with staff and interns as necessary
 - Maintain primary responsibility for developing the messages, materials, and explanations of our work used in all of our development and outreach efforts.
 - Provides updates and presentations to the Board, Advisory Board and potential donors and funders, as needed.
 - Produces solicitation materials for fundraising campaigns, stakeholder meetings, and tabling events

Desired Qualifications

- B.A. or equivalent
- Proven fundraiser with 3-5 years of experience in nonprofit development or equivalent customer service based experience. Experience planning, closing and soliciting gifts also preferred.
- Excellent interpersonal, oral, and written communication and presentation skills. Demonstrated ability to communicate effectively, comfortably and respectfully with donors, staff and stakeholders. Ability to simplify complex themes and activities into a short, compelling presentation or written piece.



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- Excellent organizational skills, ability to prioritize and manage multiple projects simultaneously and to meet deadlines. Ability to think strategically and develop long-term plans, set objectives, and track progress towards achieving objectives.
- Ability to understand and speak compellingly about Farmer Foodshare's work across the food system. Experience in food systems, North Carolina food systems work a plus
- Experience with donor database management systems, including tracking campaigns and ensuring complete, secure and private donations.
- Proficiency with Microsoft Office Suite. Experience with DonorPerfect a plus.
- Flexibility and a willingness to take on new tasks as the responsibilities of the position evolve.

Compensation and Benefits

Salary range based on experience. Benefits include paid vacation and personal time, a good healthcare package, retirement plan, and generous paid holidays. Flexible working hours available for the right candidate, including flex-time and compressed work week arrangements.

How to Apply

Please send a cover letter, a resume, and a writing sample as one PDF file to jobs@farmerfoodshare.org. No calls please.

Farmer Foodshare works to provide fair and equal employment opportunity for all associates and job applicants regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Farmer Foodshare hires and promotes individuals solely on the basis of their qualifications for the job to be filled.