

Development and Finance Associate, Lincoln

Who We Are

Since our founding in 1991, The Food Project has grown into an internationally recognized non-profit organization that works at the intersection of youth, food, and community. For 28 years, youth and adults from diverse backgrounds have come together to produce healthy food for residents of the city and suburbs and build local, sustainable food systems. Each year, our youth crews work with our staff to farm on 70 acres in eastern Massachusetts in the suburban towns of Beverly, Lincoln, and Wenham and partner with our neighbors in Lynn and Boston's Dudley neighborhood to create the food system they imagine. We believe that food is a unique vehicle for creating personal and social change. Nothing else ties us so intimately to each other and to the planet we share, affecting our health, the climate, and culture. Moving into the future, our goal is to transform the food system into a more just, community-engaged model, that supports food security for all.

What We Seek

The Food Project is currently seeking an experienced, self-motivated, and resourceful Development and Finance Associate to coordinate data entry, donor stewardship, and bookkeeping. Reporting to the Director of Development, they will be responsible for directing and administering all aspects of the donor database, gift processing, donor recognition and stewardship, mailing lists, expense accounting, and reporting.

Our Team

Our development team is energetic, hard-working, and incorporates an excessive enthusiasm for vegetable puns into our daily work. We support a dedicated program and administrative staff by raising money from individuals, foundations, and corporations and by letting people know what we're doing through print publications, social media, events, and our website.

Qualifications

- You've got a bachelor's degree or the equivalent life experience.
- You love—*really* LOVE—databases. Especially Raiser's Edge. Crystal Report experience would be the icing on the cake.
- You fight oppression of all forms in your daily actions.
- You understand development operations and want to ensure they run smoothly.
- You can translate between development and finance reporting needs.
- You can drive, walk, bike, skateboard, ski, or take the commuter rail to Lincoln, Mass. where this position is based.
- You enjoy working collaboratively and independently and take initiative to make things better and get projects done.
- You have an obsessive attention to detail and can spot an error from a mile away.
- You are willing to share your favorite zucchini recipe when our staff CSA share becomes overwhelmed with summer squash.
- Experience with Raisers Edge, Salesforce, and QuickBooks preferred.

Responsibilities

Database Management (get your geek on)

- Be the database guru and ensure that no one else is mucking up your high standards of data entry. (And revel in the zen of cleaning up existing messy data.)



- Ensure all those donations you're getting are entered quickly and correctly so donors can be thanked immediately.
- Interpret and reconcile data monthly and during the annual audit with your finance office colleagues to ensure organizational harmony.
- Love lists? Have we got lists for you to oversee and pull: newsletters, e-communications, invitations, CSA members, and others as requested.
- Personally oversee the expansion of online giving, matching gifts, and sustaining donors.
- Diligently track all costs and returns (ROI) for appeals to make sure your efforts are being put to good use.
- Report daily, weekly, monthly, and annually on the efforts of the team.

Donor Relations (share the love)

- Shower our donors with love and appreciation for making this work possible.
- Work closely with your supervisor, the Director of Development, to develop and implement custom and tiered stewardship plans.

Finance and Operations (revel in the details)

- Receive and process invoices, expense reports, donations, and earned revenue.
- Provide frontline support for the administrative needs of the Finance, Operations, and Human Resources team.

Compensation

This is a full-time position with a salary commensurate with experience. Compensation package includes employer-sponsored health insurance, paid vacation, and produce from our farms.

Recruitment Process

We will review all submissions, identify viable candidates and contact ONLY those individuals selected to continue in the search process. The position will be filled when the desired candidate is found.

Please send résumé and cover letter via email to: developmentjobs@thefoodproject.org.

In the subject line, write your name and the position for which you are applying, e.g. "Jordan Smith – Development and Finance Associate." Additionally, please be sure to include your name in the title of both your résumé and cover letter. Within your cover letter, please also include your favorite vegetable.

The Food Project is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position.

