

Director of Development and Communications, 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, 120 youth work in crews with our staff to farm on 70 acres in eastern Massachusetts in the suburban towns of Beverly, Lincoln, and Wenham and to 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 Director of Development and Communications (DDC) will report to the Executive Director and will serve as a member of the executive leadership team. The DDC will lead organization-wide development and communication efforts that support The Food Project's current operations and future growth plans. The DDC is responsible for creating annual and multi-year strategic development plans and for providing leadership and oversight for all fundraising activities, including major gifts, annual fund and special events; corporate, government, and foundation support; and also for creating clear and compelling communications to institutional funders, donors, and community members. The DDC also oversees all public relations and marketing of The Food Project's events and food distribution.

The DDC will expand the individual donor and institutional funder pipelines, support the Executive Director's major donor and development efforts, and work closely with the Board Development Committee, so Board members can increase The Food Project's community of funders. In so doing, The Food Project will raise the additional funds necessary to take advantage of future opportunities.

The DDC will manage and lead the five-member development team and oversee any consultants and vendors working in these areas, ensuring that all fundraising and communications initiatives are strategic, effective in the short- and long-term, and efficiently carried out.

The Food Project currently operates with a \$3.2 million operating budget, of which over 90 percent is generated annually through philanthropic support.

Responsibilities

- Lead the Development and Communications team to create and implement a strategic, multi-year and annual development and communication plan.
- Serve as a member of The Food Project’s executive leadership team, charged with overseeing strategic planning and implementation, organizational operations, and financial oversight.
- Support and partner with the Executive Director and Board on all major fundraising activities.
- Develop and strengthen ongoing relationships with existing major donors and grant funders.
- Personally cultivate, solicit, and steward new and existing supporters through research, networking, acquisition, events, and personal contact.
- Set and achieve annual and multi-year goals by providing oversight and support to development and communications staff, and by working closely with senior staff and the Board.
- Supervise all aspects of communications with individual, foundation, corporate, and government funders, ensuring that they are timely, accurate, and supportive of positive ongoing partnerships.
- Lead the strategic development and implementation of all fundraising, friend-raising and high-profile public events, including our annual Big Shindig fundraiser and Farm Lunch Series.
- Ensure The Food Project’s Serve and Grow volunteer program engages institutional and individual constituents in the work of our organization, meets the labor needs of our farms, and connects them to the heart of The Food Project’s mission and values.
- Develop an integrated marketing and public relations plan that clearly articulates The Food Project’s mission, vision, impact and contributions locally and nationally, and ensures consistent messaging internally and externally.
- Work in partnership with the Director of Finance to prepare the Development and Communications portion of The Food Project’s annual budget.

Skills and Educational Requirements

- 7+ years of development experience
- Experience in creating strategic plans and annual fundraising plans
- A record of measurable results in managing staff to achieve goals in individual giving, institutional giving, special events, volunteer management, and communications
- Demonstrated success in personally identifying, cultivating, and soliciting individual donors and in strengthening existing relationships
- Experience interacting at the executive level and quickly gaining the respect and support of various constituencies, including the Board, staff, donors, the media, and business and civic leaders
- Demonstrated competency in crafting proposals, donor correspondence, and other materials that persuasively communicate the mission and activities of The Food Project to a broader audience

- Experience creating and providing oversight on communications and public relations strategy and messaging
- Exceptional interpersonal, networking, and written and verbal communication skills
- Outstanding organizational skills
- Ability to work well independently, in a team, and in a fast-paced, multi-tasking environment
- Excellent attention to detail
- Creative and innovative thinking
- Passionate about mission, vision, and power of The Food Project
- Committed to fighting oppression of all forms in daily actions
- Experience using Raiser's Edge or comparable fundraising software
- B.A./B.S. or equivalent life experience, with graduate degree preferred

Compensation

This is a full-time position with a salary commensurate with experience and skills. This position is eligible for health insurance benefits, paid vacation and holidays, and other benefits, including a free CSA share.

Recruitment Process

We will review all submissions, identify viable candidates and contact 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: directorjobs@thefoodproject.org.

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

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.