

Associate Director of Development, 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 nearly three decades, youth and adults from diverse backgrounds have come together to produce healthy food for residents of the city and suburbs and to build local, sustainable food systems. Each year, 120 youth work in crews with our staff to farm on 72 acres in eastern Massachusetts in Lincoln and Wenham and to partner with our neighbors in Lynn and Boston to create a sustainable, local food system.

What We Seek

We seek a dynamic, motivated Associate Director of Development who will take the lead on our individual giving initiatives, including major giving, annual fund, and special events. These initiatives provide 50% of The Food Project's current \$3.1MM budget.

The Associate Director of Development will report to and directly support the Director of Development and Communications, and is part of a six-member Development and Communications team organized around individual giving, institutional giving, events and volunteers, donor database management and development operations, and communications. The Events and Volunteer Coordinator will report to this position.

Responsibilities

Individual Donors

- Personally manage a portfolio of individual donors currently donating up to \$5,000 per year.
- Develop stewardship plans for major donors (\$5,000+) with the Director of Development and the Executive Director and support them in implementing those plans.
 - Involve major donors with our annual events, such as the Big Shindig and Farm Lunches, through sponsorships, ticket sales, and donations.
- Identify, research, and solicit prospective donors to grow our individual donor base. Utilize existing cultivation opportunities—such as Farm Lunch and the Big Shindig—as a way to bring prospective donors closer to the organization.
- Identify and implement new cultivation opportunities for new and existing donors.
- Manage the spring and fall appeal process, including developing the print and e-appeals, as well as the e-communications leading up to the appeals.
- Help foster a culture of philanthropy across The Food Project in which all



staff and board members are able to cultivate current and prospective donors.

- Support Regional Directors in cultivating a network of supporters in their regions and in engaging alumni as ambassadors, fundraisers, and fans.
- Support the Board of Trustees and Development Committee members in their fundraising efforts with individual donors.

Events

- Lead the Development and Communications team in the successful planning and execution of stewardship, cultivation, and fundraising events, including Farm Lunches and the annual Big Shindig fundraiser for 300+ guests.
- Create and maintain an annual events calendar and associated production schedules.
- Manage and support the Big Shindig event committee, in partnership with the development staff, Board and committee members, and sponsors.
- Partner with Development staff to ensure that all events meet fundraising and outreach goals, with a specific focus on increasing sponsorships from corporations and individuals.
- Manage event budgets. Coordinate and manage event vendors including printers, venues, A/V companies, and caterers.
- Maintain accurate and updated guest lists and registrations in fundraising database.
- Oversee activities day of event.
- Work with Communications to develop and execute public relations, publicity, social media, and advertising campaigns.
- Design and offer events/opportunities to engage corporate groups (e.g. Lunch & Learns).

Skills and Educational Requirements

- Minimum of 5 years of experience in fundraising; major gift experience required
- Demonstrated success in personally identifying, cultivating, and soliciting individual donors and in strengthening existing relationships
 - Ability to quickly form strong relationships with people from diverse backgrounds
- Demonstrated ability to work independently, take initiative, and manage projects that involve self-direction
- Experience working with a team and leading special projects
- Exceptional interpersonal, networking, and written and verbal communication skills

- Excellent organizational skills and close attention to detail
- Experience with donor database software; Raiser's Edge and/or Salesforce preferred
- Proficiency with MS Office
- Experience with prospect research preferred
- B.A./B.S. or equivalent life experience
- Valid drivers license and access to a car required
- Flexibility to work outside of a traditional 8-hour day and on weekends
- Passionate about mission and vision of The Food Project
- A willingness to share your favorite zucchini recipe when our staff CSA share becomes overwhelmed with summer squash.

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.

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

In the subject line, write your name and the position for which you are applying, e.g. "Jordan Smith – Associate Director of Development." 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.