



## DEVELOPMENT ASSOCIATE

### Who We Are

Youth. Food. Community. Three important issues that intersect in one place: The Food Project. Here, we believe that food is a unique vehicle for creating personal and social change. Nothing else ties us so intimately to each other and the planet we share, affecting our health, the climate, culture, and poverty and privilege around the globe. If we — young and old from all walks of life — can unite to change the food system, we can change the world. From our urban and suburban farms to our community education programs, we aim to do just that by bringing together youth and adults from diverse backgrounds who work together to build local and sustainable food systems.

Since 1991, The Food Project has built a national model of engaging young people in personal and social change through sustainable agriculture. Each year, we work with more than 120 teenagers and hundreds of volunteers to farm on 70 acres in eastern Massachusetts in the towns and cities of Wenham, Lincoln, Boston, and Lynn. We consider our hallmark to be our focus on identifying and transforming a new generation of leaders by placing teens in unusually responsible roles, with deeply meaningful work. In addition, we help others grow their own food and provide training resources based on all we have learned.

### What We Seek

The Food Project seeks a self-directed, results-driven, detail-oriented administrator to play an important role in supporting annual fundraising efforts. We're looking for a team player who has the ability to flex between strategic thinking and hands-on execution, shares our commitment to equity and inclusion, always attends to the details, and has a can-do attitude.

Reporting to the Director of Donor Engagement, you will collaborate closely with other team members to ensure that we meet our goals for successfully stewarding relationships with our donors. With guidance from the Director of Donor Engagement, you will oversee event logistics and other programming, and take the lead on tracking donor interactions, gift processing, and gift acknowledgment letters. Depending on your prior experience and level of interest, there are opportunities to take on additional self-directed projects and responsibilities.

## Key Responsibilities

### Donor Stewardship (40%)

- Coordinate production and mailing of appeal letters
- Produce all donation acknowledgment letters
- Manage record keeping, including gift entry and tracking donor engagement activities
- Participate in meetings to share information and strategize with team
- Donor research, as time allows

### Event Management (40%)

- With the Director of Donor Engagement, create and refine event management plans
- Coordinate event production and logistics
- Manage event budgets
- Track invitation responses and other data in Salesforce
- Assist in event sponsorship proposal development and track delivery of benefits
- Promote events through invitation mailings, email, and otherwise
- Manage communications with guests, before and after events
- Act as logistics point person at events, as needed.

### Alumni Relations (10%)

- Manage projects designed to engage our alumni and Young Professional Council
- Oversee creation of event marketing materials
- Coordinate event production and logistics
- Alumni research and outreach, as time allows

### Organizational Health (10%)

- Participate in diversity, equity, belonging, and inclusion initiatives.
- Participate in regular feedback sessions with the department and/or team.
- Attend all-staff meetings, department and/or team meetings.
- Participate in annual planning, budgeting, and performance review processes.
- Undertake special projects and perform other duties, as assigned, within capacity.

## Qualifications:

### *Preparation, Knowledge, Previous Experience*

- 1+ years of relevant experience, which could be in a role with transferable skills.
- Demonstrable interest in fundraising and/or community engagement.

### *Skills, Abilities, Competencies*

- Strong project management skills.

- Consistent attention to detail
- Strong interpersonal skills, both written and oral
- High degree of professionalism in interactions with donors and colleagues
- Ability to work independently
- A can-do attitude
- Committed to contributing to our organizational culture of learning and well-being
- Committed to values of diversity, equity, belonging, and inclusion
- Proficient in Google applications and Microsoft Office Suite
- Comfort with learning and using an online database system (e.g. Salesforce), as well as Zoom, Slack, and email marketing systems (e.g. Mailchimp)

Don't have every qualification? We are committed to building a diverse and inclusive organization. If you are excited about this role but your experience doesn't align perfectly with the job description, we encourage you to apply anyway. We anticipate supporting your professional development.

### **Location & Schedule**

Much of this job can be accomplished at a desk—either in a TFP office or at home—using a laptop provided by TFP. Each of our three administrative offices is accessible by public transportation. However, you must be able to provide your own transportation in order to travel, as needed, between our program locations in Boston, Lynn, Wenham, and Lincoln. There are occasional evening and weekend responsibilities.

### **Compensation**

This is a full-time position with a salary commensurate with experience and skills. This position is eligible for health insurance benefits, 403B retirement plan, paid vacation and holidays, and other benefits, including a free CSA share. Salary range is \$42,000 to \$45,000 per year.

### **Application Process**

Please send a resume and cover letter via email to: [jobs@thefoodproject.org](mailto:jobs@thefoodproject.org). In the subject line, write your name and the position, e.g. "Jordan Smith – Development Associate." We will review all submissions and contact only those individuals selected to continue in the search process.

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