



## **Fund Development Associate**

### Position Description

Urban Tilth is excited to announce an immediate opening for a **Fund Development Associate**. The perfect candidate will be excited about sharing the story, successes and learnings of the transformative food and climate justice work of Urban Tilth. They will be highly motivated to understand how each of our programs work to make a positive impact in our community. The candidate would also be excited to share the stories of our community from an asset based frame with those who have the resources to help us make the change our community needs to thrive.

The **Fund Development Associate** will work with the Fund Development, Programs and Communications teams to prepare funder reports, draft foundation and government grants; write articles for our quarterly donor newsletter; research and vet prospective donors and grants; as well as maintain our donor database and assist with planning and coordinating individual and major donor campaigns.

The successful candidate will have many opportunities to approach this position with creativity, introducing new ideas and initiatives to our existing, flexible frameworks to help secure resources to support a Just Transition in Richmond, CA.

### **Responsibilities**

- Work with programs staff to collect data, stories and images to complete funder reports in a timely and creative manner that truly shares what is happening in the field with our funders
- Research, preparation and submission of grant applications
- Service grants in a timely and professional manner to create supportive relationships with donors
- Assist with the coordination of donor communications including the design, printing and distribution of communications materials for development efforts
- Work with Fund development Team to coordinate annual individual donor campaigns and events
- Develop prospects for the organization's fundraising priorities, including new foundation grants, individual, major donors and in-kind donations
- Coordinate volunteers to assist with for fund development projects
- Write articles for our quarterly donor newsletter
- Assist with implementation of Urban Tilth's annual fund development plan
- Spend a minimum of 8 hours a month participating in different Urban Tilth programs so program and community knowledge is intimate and tactile

### **Qualifications**

- Strong knowledge of Food Sovereignty, Food Justice, Climate Justice and Racial and Social Justice narratives
- 2-5 years experience in fund development for community organizations



- 1-2 years experience in communications for community organizations
- Excellent writing / storytelling skills
- Excellent communication skills
- Excellent project management skills
- Some experience with graphic design, videography or photography
- Experience in special events planning and management
- Proficient in using fundraising databases such as Raiser's Edge or Salesforce
- Experience using Google docs, MailChimp or Constant Contact, social media
- Able to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Able to anticipate, understand, and respond to the needs of donors and meet or exceed their expectations
- Experience, or interest in working in horizontally managed work spaces

### **HOURS**

- 40 hours per week (Full-time)
- In person with some opportunities to work from home.

### **COMPENSATION**

Annual salary range: \$65,000 - \$70,000. Benefits: paid sick leave, holidays, 2 weeks vacation, annual paid winter break Dec 21 - 1st Monday in January after New Year's Day, medical, dental, life and wellness fund benefits.

### **HOW TO APPLY**

Please email a cover letter, résumé, and salary expectations to [employment@urbantilth.org](mailto:employment@urbantilth.org) with the subject heading "Fund Development Associate".

Urban Tilth strongly encourages applicants from diverse backgrounds from Richmond to apply. The position will remain open until filled. Only applicants selected for interviews will be contacted. No telephone calls, please.

---

### **About Urban Tilth**

Urban Tilth inspires, hires, and trains local residents to cultivate agriculture, feed our community, and restore relationships to land to build a more sustainable food system, within a just and healthier community. Founded in 2005, Urban Tilth has emerged as a local leader, a catalyst drawing a variety of individual, discrete initiatives together into a web of integrated, food- and community-focused efforts. In sum, we farm, feed, teach, train, build community, employ, and give back. We help our community grow our own food; train and employ our own young people as "home grown experts"; teach our local residents about the relationships among food, health, poverty, and justice; and forge partnerships with local small farmers to increase demand for their produce. We use our 6 school and community gardens and small urban farms to teach and employ community members to grow, distribute, cook, and consume



thousands of pounds of local produce each year, to create a more equitable and just food system within a healthier and more self-sufficient community.