



## **Fund Development Associate II**

### **Job Opening**

Urban Tilth has an opening for a Fund Development Associate. The Fund Development Associate will work with the Executive Director, Fund Development team, 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.

#### **Position 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
- Update and regularly maintain our donor database, Blackbaud Raiser's Edge
- 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 and research prospects for the organization's fundraising priorities, including new foundation grants, individual, major donors, and in-kind donations
- Coordinate volunteers to assist with fund development projects
- Write articles for our quarterly donor newsletter
- Assist with the 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
- Draft and send individual and foundation donor thank-you letters
- Work with Executive Director and Board Fundraising Committee to plan and coordinate fundraising campaigns and events
- Work with Executive Director, Communications Associate, and program staff to coordinate the production of the annual report
- Attend professional development training as needed to continue to improve and update skill sets and or expand knowledge of the areas of food, social, economic, and environmental justice in which Urban Tilth works.
- Support and participate in all staff work days, special annual events, training, and annual board and staff retreats.
- Attend Urban Tilth monthly all-staff meetings, mandatory all-staff events and annual all staff strategic planning retreats.

#### **Required Skills and Experience**

- Climate Justice and Racial and Social Justice narratives experience
- 2 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 - Jan 3rd medical, dental, life and wellness fund benefits.

\*People of color, North Richmond, Richmond and San Pablo residents, LBGTQ, were encouraged to apply.

### **How To Apply:**

Email resume, cover letter and to [employment@urbantilth.org](mailto:employment@urbantilth.org)