



## **Fund Development Associate**

### **Job Opening**

Urban Tilth has an opening for a Fund Development Associate. The Fund Development Associate who will be responsible for leading on the drafting of foundation, and government grants; preparation of funder reports, research and vetting of prospective funders and grants and assisting with the planning and coordinating major donor and capital campaigns. This position will be a member of a 3 person team responsible for raising the annual programs and operations budget (currently \$6.2M) and capital campaign goals.

#### **Position Responsibilities**

- Research, preparation, and submission of foundation and government grant applications
- Draft and send individual and foundation donor acknowledgement and thank-you letters
- Service foundation and government grants in a timely and professional manner to create supportive relationships with agency and foundation partners
- 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
- Update and regularly maintain our donor database, Blackbaud Raiser's Edge, with foundation and government grant information
- Spend a minimum of 8 hours a month participating in different Urban Tilth programs so program and community knowledge is intimate and tactile
- Assist with the implementation of Urban Tilth's annual fund development plan and other aspects of fund development including but not limited to developing the fund development annual budget, annual report, individual donor campaigns and capital campaigns
- Attend funder retreats and convenings (requires some travel in state and out of state)
- 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.
- Attend Urban Tilth monthly all-staff meetings, weekly team meetings, mandatory all-staff events and annual all staff strategic planning retreats.

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

- Clear talent in sharing compelling food, climate, racial and social justice narratives to various audiences
- Minimum of 2 years experience in working in storytelling or fund development for community organizations
- Minimum of 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

- 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)
- Minimum of 3 days In person with some opportunities to work from home

### **COMPENSATION**

Annual salary range: \$70,000- \$75,000. 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:**

Please email resume, cover letter and a current writing sample to [employment@urbantilth.org](mailto:employment@urbantilth.org)