



Senior Fund Development Associate

Job Opening

Urban Tilth has an opening for a Senior Fund Development Associate. The Senior Fund Development Associate who will be responsible for leading on the drafting of foundation, and government grants; preparation of funder reports, drafting major donor proposals, and assisting with the planning and coordinating major donor and capital campaigns. This position will be a member of a 3 person team, including the Executive Director, responsible for raising the annual programs and operations budget (currently \$6M+) and annual capital campaign milestones.

Position Responsibilities

- Research, preparation, and submission of foundation and government grant applications
- Draft and submit major donor proposals
- Update annual boiler plate language for programs and organizational impact
- Service assigned 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
- 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
- Support the implementation of Urban Tilth's Capital Campaign including but not limited to assisting with major donor pitches, development of capital campaign language, coordinating funder tours and fireside chats, drafting quarterly capital campaign newsletter and social media updates
- Update 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
- 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

- Minimum of 3 years experience in working in storytelling or fund development for community organizations
- Clear talent for clearly sharing compelling food, climate, racial and social justice narratives to various audiences
- Excellent writing / storytelling skills
- Excellent communication skills
- Excellent project management skills
- Able to anticipate, understand, and respond to the needs of donors and meet or exceed their expectations
- Experience 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.

Preferred Skills

- Some experience with graphic design, videography or photography
- Experience, or interest in working in horizontally managed work spaces
- Experience, or interest in working in diverse communities and supporting environmental and social justice initiatives

Hours

- 40 hours per week (Full-time)
- Minimum of 3 days In person with some opportunities to work from home

Compensation

- Annual salary range: \$80,000- \$85,000
- Benefits: paid sick leave, holidays, vacation, annual paid winter break, medical, dental, life and wellness fund benefits.

How To Apply:

Please email resume, cover letter and a current writing sample to employment@urbantilth.org

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