



## **Development Manager - Community Harvest Project, North Grafton, MA**

Community Harvest Project is currently seeking a Development Manager to work under the direction of the Executive Director. This position will be based primarily in North Grafton, MA with work in Harvard, MA.

**Role Description:** The Development Manager reports to the Executive Director and is responsible for the strategic growth of the organization's fundraising and stewardship activities to ensure the organization can grow fresh fruits and vegetables for hunger relief. This person will drive, coordinate, and with assistance of staff, Board members and volunteers, implement the organization's development efforts, including fundraising events, donor stewardship, correspondence and communications, and management of donor databases.

Interested applicants should email a cover letter, resume, and 2-3 professional references by January 30 to [tori@community-harvest.org](mailto:tori@community-harvest.org).

**Schedule/Location:** This is a full-time, year-round position with occasional night/weekend events. Hybrid work schedule - with some in-person work at our two farms but also flexibility to work at home.

### **Duties and responsibilities**

- Creation and execution of development strategy in partnership with the Executive Director that includes:
  - Major gifts
  - Annual appeals
  - Monthly giving
  - Fundraising events
  - Planned giving
  - Grants
  - Corporate donations
- Report on all fundraising activities to the Board of Directors through the Development Committee.
- Manage all donor communications:
  - Partner with Executive Director and program staff on content
  - Draft press releases, talking points, social media posts, newsletter content
  - Provide updates to online giving, donor news, and related content of website
  - Participate in production and design of printed and e-communication materials
- General donation systems management (Click'n'Pledge, Square, etc).
- Donor outreach and relationship development:
  - Maintaining relationships with key donors
  - Identifying and recruiting new donors and fundraising opportunities
  - Creating and executing corporate donation strategy with Manager of Volunteer Programs
- Fiscal management of the development budget:
  - Meeting initiative goals
  - Keeping within projected expenses
- Donor database maintenance (Salesforce):
  - Development and oversight of donation processes and data entry
  - Report building and generation
- Grant oversight:
  - Creation and management of yearly grant application calendar with Executive Director and Grant Writer
  - Support Grant Writer with direction and supplemental information for grants

- Research and assess prospective grantors
- Review all grants prior to submission
- Cultivation and maintenance of relationships with grantors
- Grant writing as needed

## Qualifications

- A passion for local hunger relief.
- 5+ years of experience in fundraising.
- Demonstrated experience soliciting \$5k+ gifts from individual donors..
- Customer service orientation and appreciation for the significance of donor/volunteer experiences.
- Ability to handle important relationships with respect, diplomacy, and follow through.
- Strong communication and interpersonal skills.
- Exceptional writing and proofreading skills, and overall attention to detail.
- Demonstrated project and event-management experience.
- Highly organized, with ability to prioritize and to work both collaboratively and independently.

## Benefits

- Compensation: \$58k-\$62k annually, depending on experience
- Time off: 20 days PTO (160 hours), 5 days of paid sick time, and 13 paid holidays.
- \$300 HRA reimbursement per month for eligible expenses
- Employer-sponsored 401k plan (no match)

Community Harvest Project is a 501(c)3 nonprofit organization with locations in North Grafton and Harvard, MA. Our mission is to engage and educate volunteers to grow fresh fruits and vegetables for hunger relief. Each year our sites host over 6,000 volunteers who work together to grow and donate an average of 270,000 pounds of produce to local hunger relief agencies such as the Worcester County Food Bank, Community Servings, and more.