



FRESHFARM

nourishing our food future

DEVELOPMENT & GRANTS MANAGER

Updated: April 2021

ABOUT FRESHFARM: FRESHFARM is a nonprofit that promotes sustainable agriculture and improves food access and equity in the Mid-Atlantic region. We operate producer-only farmers markets that provide vital economic opportunities to local farmers and food producers, pioneering food distribution programs that increase food access for low-income communities, and innovative food education that builds healthier communities.

POSITION DESCRIPTION: The Development & Grants Manager works as part of the Development Team to implement effective fundraising activities that include institutional giving, corporate giving, major giving, and events. The Development & Grants Manager will work closely and report to the Development Director to effectively carry out FRESHFARM's annual Development Plan. This is a mid-level manager position with an opportunity for growth. The right candidate will help shape the role according to their skills, and act as a key player toward achieving significant growth and long-term sustainability for FRESHFARM.

PRIMARY RESPONSIBILITIES

Grants Management (70% of total work time)

- Identify and research new funding opportunities
- Manage and tracks grants calendar to ensure deadlines and outcomes are met
- Coordinate grant activities in collaboration with senior leadership and program staff including research, cultivation, proposal writing, and reporting
- Write, submit, and manage high-quality persuasive proposals
- Cultivate relationships with foundations and funding institutions, keeping them connecting with the impact of their gifts
 - Ensure high-quality and timely reports are submitted to grant-makers

Program Development (30% of total work time)

- Work closely with Development Director to design and implement new fundraising activities including, but not limited to:
 - Major Gifts/Moves Management
 - Corporate Sponsorships
 - Recurring Giving
- Support the development and coordination of cultivation and fundraising events including, but not limited to:
 - Develop event plans, timelines, and budget (as needed)
 - Execute logistical tasks from event plans e.g. writing proposals and fundraising material, developing sponsorship packet, vendor research, and more.

PREVIOUS EXPERIENCE & STRENGTHS

- 3+ years of demonstrated, successful grant-writing, development, or event management experience
- Exceptional face-to-face, phone, and written communication skills, including the ability to compellingly articulate FRESHFARM's mission to a variety of different audiences
- Effective project management skills to map out and follow through on clear action plans
- An understanding and ability to apply donor-centric fundraising across development activities
- Motivated self-starter who values learning
- Contributes as part of a team and thrives in a collaborative environment
- Excellent interpersonal skills including a demonstrated ability to establish and cultivate relationships among various stakeholders e.g. volunteers, board, corporate executives, institutional representatives, and donors

PHYSICAL & OTHER REQUIREMENTS

- Access to a personal cellular device required

POSITION DETAILS

- This is a full time, exempt position and is therefore not eligible for overtime
- Typical work hours will occur between 9am-6pm, Monday-Friday.
- This role may require some weekend hours to meet pressing grant deadlines or support event logistics

COMPENSATION

- This role is compensated with an annual salary of \$55,000-\$65,000
- All full-time employees receive 72 hours annual sick leave. This role is eligible for generous holiday and vacation leave pursuant to the FRESHFARM handbook.
- This employee in this role will be eligible for enrollment in FRESHFARM's benefits package, including 100% employer coverage for healthcare, in accordance with company policies

Equally Opportunity & Affirmative Action Employer

FRESHFARM is an equal opportunity employer. We are committed to diversity and building an equitable and inclusive workplace for people of all backgrounds and experiences. We encourage members of traditionally underrepresented groups to apply, including people of color, LGBTQ+ people, veterans, and people with disabilities. We do not discriminate, and will take affirmative action measures to prevent discrimination against any employee or job applicant on the basis of race, color, national origin, gender, gender identity, gender expression, sexual orientation, age, religion, creed, disability, or veteran status.

TO APPLY: please submit your resume and cover letter to careers@freshfarm.org. Candidates who apply by May 5th will be considered with priority. Please no phone calls. Thank you!