



## SENIOR MANAGER OF INSTITUTIONAL GIVING

Updated SEPTEMBER 2024

### WHO WE ARE:

FRESHFARM builds a more equitable, vibrant, sustainable, and resilient food future for the region by producing innovative solutions in partnership with local communities and organizations in the DC area. We create food access, economic development, and community building through hands-on education, farmers markets, and distribution programs. The FRESHFARM Development Team executes multiple strategies, in collaboration with all program teams, to solicit and secure the contributed portion of our \$11 million budget from government funders, foundation partners, and individual donors.

### WHO YOU ARE:

- Comfortable working in a fundraising environment, with five years of related professional experience in mission-driven fundraising, advocacy, and/or storytelling
- A highly-organized and detail-oriented self-starter who proactively creates solutions to problems
- Thrives as an active member of a dynamic team made of colleagues with diverse backgrounds
- Excited by FRESHFARM's mission and committed to the organization's values of integrity, transparency, collaboration, continuous improvement, and innovative leadership

### WHAT YOU'LL DO:

The Sr. Mgr. of Institutional Giving will work as part of the Development Team to lead and execute strategies to meet FRESHFARM's goals for funding from foundations, corporations, and government agencies.

#### Development Strategy

- With the direction of the Director of Strategic Investments, develop and lead strategies to secure, retain, and grow funding from foundations, corporations, and government agencies
- Engage in prospect research, professional networking, and other outreach activities to steward current philanthropic partners and cultivate prospective funders

#### Funder Stewardship

- Manage FRESHFARM's portfolio of institutional funders, with particular focus on building relationships with professional foundations and corporations

#### Proposals and Reports

- Be the point person for all teams to design and execute successful government grant and foundation donation strategies, including pre-application positioning, outreach, and opportunity selection
- Synthesize the varied work of FRESHFARM into letters of intent, proposals and applications, and other materials that respond in a targeted and compelling manner to specific funding requests
- Ensure all outgoing proposal and report materials meet the highest standards of writing, comply with stated funding requirements, meet deadlines, and represent FRESHFARM accurately

#### Pipeline Management

- Manage the entire development pipeline: prospecting, opportunity tracking, developing, writing, and submitting proposals and reports
- Maintain the organization's master grants calendar, using shared databases and processes to ensure clear communication and coordination, both within the Development team and across other teams

### THE PERKS:

- Enjoy a relational workplace that values our people as the engine of our work
- Gain exposure to our regional food chain and access to discounted local & seasonal produce!
- Play a key role in supporting critical functions of a growing and mission-driven organization
- Develop vibrant relationships with diverse co-workers across our many teams

#### **THE DETAILS:**

- This is a full-time, exempt position compensated at \$75,000 - \$95,000, with a starting salary between \$75,000 - \$85,000
- This employee will be expected to work Monday - Friday during normal business hours. Event support requires occasional evening or weekend hours.
- This role is based at the FRESHFARM office, with ample opportunities for remote work available. The person in this position should expect to be in the office or attending in-person events 1-2 days during a typical week.
- All full-time employees receive 72 hours annual sick leave, 11 annual holidays (8 hours each), 3 floating holidays per year, and accrue 80 hours of annual vacation leave (with increases after 3 and 6 years of service). This role will also be eligible for 12 weeks paid parental leave, 2 weeks prenatal leave (through DC paid family leave), and bereavement leave (as needed)
  - Typically, FRESHFARM offices close for a 1 week winter break, which includes paid time-off for salaried employees.
- Eligible to enroll in 100% employer covered healthcare, as well as generous employer coverage for vision and dental and employer paid short-term and long-term disability, life insurance, AD&D and an employee assistance program (EAP).
- Eligible to contribute to a 403b plan (opt-in; Roth or post-tax).

#### **PHYSICAL & OTHER REQUIREMENTS**

- Access to personal smartphone required; \$25/month stipend provided for use
- This role requires access to a laptop with 8GB RAM and webcam. FRESHFARM will provide a triennial stipend of \$1000 to maintain or to purchase such a personal device, if needed.
- Must be fully vaccinated against COVID-19, in order to access the FRESHFARM office
- Must be able to commute to the office and periodically travel to visit funder, program, and event sites within the greater Washington, DC metro area; reimbursement may be provided for longer commutes to such locations. Access to a car for these periodic visits is preferred but not required.

#### **HOW TO APPLY:**

- To apply, please submit this application [form](#) (resume and cover letter required); applications will be accepted until 9:00am on October 15th, 2024.
- Applicants selected to advance should expect to participate in a 1 hour virtual interview. Finalists will then be asked to participate in a hiring exercise (paid time) and invited to a final 1 hour virtual interview. Our goal is for this candidate to start by no later than January 2025.

#### **EQUAL OPPORTUNITY EMPLOYMENT**

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 in the following areas: employment, recruitment, or advertisements for employment; compensation, termination, upgrading, and promotions; any other conditions of employment.