



Development Manager with Growing Gardens

Have you been working in development, fundraising or philanthropy and want to implement community-centric fundraising approaches? Are you looking for a chance to build skills, be innovative and support fundraising efforts that are fun, engaging and strive to push development to be more inclusive and asset-based? Do you want to join a team of professionals who are working to become an anti-racist organization? If so, we want you to join our team and grow with us. We don't have all the answers but are trying to figure out a new way to increase revenue that is more mission aligned.

Growing Gardens has an opening for a full-time (1 FTE which is 37.5 hours a week, Monday-Friday with weekend work in the summer months) Development Manager who will support our culture of philanthropy and fundraising efforts and supervise two part-time Development Coordinators.

The Development Manager will work in a team environment with the Think Tank (formerly known as the board of directors), the Growing Gardens Development Committee, program teams, and the Executive Director. Your role will be to help develop and implement strategies that engage, cultivate and grow the commitment and financial support of our funders and donors. Donor stewardship and cultivation are highly valued in our organization. Your role would be supporting the below listed high priority activities.

We are **currently working remotely** and will provide access to office materials to support your success while working from home. We take the current COVID-19 pandemic seriously and work with our teams to ensure their health and safety are centered in our work and shared work space. If you have more questions about our current COVID-19 policies please reach to chat more.

Job Responsibilities: With % of time estimated; note these will change on a seasonal basis.

Fundraising team support and strategic lead: Percentage of time 25%

- Support and supervise 1-2 fundraising coordinators that are equivalent to 1 FTE. Meet with the team weekly to set goals, provide direction and leadership for the development team
- Work with the executive director and program directors to set monthly, quarterly, annual goals to increase fundraising revenue
- Lead our efforts to increase individual and monthly donors
- Set achievable, reasonable and ambitious fundraising goals and targets
- Hire, train and provide orientation for new development team members when needed

Event Support: Percentage of time 20%, (this does include weekend work)

- Develop the overall strategy for all annual events- serve as the lead on these events

- Be creative and provide fresh perspectives on how to engage with events that could be virtual, hybrid or in-person, as we determine safe next steps during the COVID-19 pandemic
- Support fundraising events including managing ticket sales, providing on-site leadership at events, and in coordination of the events.
- Communicate with all parties involved in events to be the point person so that all aspects are addressed
- Solicit and secure donations and sponsorships for events
- Build partnerships and relationships with corporations and the local B Corps community
- Represent Growing Gardens at events i.e. public speaking, presenting, accepting donations, or asking for donations.

Communications: Percentage of time 20%

- Develop, manage and provide direction to use our Social Media- support one of our Development Coordinators on the direction, calendar and efforts to streamline our presence and build long-lasting relationships through social media
- Support all communications with fundraising campaigns, drafting Year End Appeal letters, Impact Reports and Thank you letters
- Support the Development Coordinator to collaborate with program teams to write and send the Growing Gardens monthly email newsletter and bi-monthly Perennial donor newsletter
- Drive, manage and implement our Willamette Week Give!Guide annual campaign.

Data and Administrative Support: Percentage of time 15%

- Work with executive director and provide administrative support for communications, fundraising campaigns, events and donor stewardship
- Be the lead on our fundraising software program (Donor Perfect)
- Develop and generate reports in Donor Perfect to use in mailings, fundraising campaigns, thank you letters, and thank you cards and calls
- Utilize Microsoft Office (Excel and Word) to prepare and write personalized thank you letters
- Lead and write organizational copy editing including; email drafts, grants, thank you letters, press releases, impact reports and others
- Develop and prepare our annual development budget
- Process donations and send tax receipts, set goals and strategy for this work

Funder and Donor Stewardship (Relationship Building): Percentage of time 20%

- Contact donors; electronically, on the phone and in-person
- Develop and manage our development and social media calendars
- Lead mailing campaigns and coordination with print house
- Set the tone for positive interaction with our donors and supporters
- Support the Think Tank and Development committee to ensure that all thank you cards, calls and other ways to engage with donors are completed
- Support and increase *volunteer*Development Committee engagement

The skills we are looking for are:

- Has lived experience that is relevant to our work, mission, and anti-racism values
- Excellent communicator (in-person, electronically, in groups and over-the-phone)
- Great writer, ability to write thank you letters that inspire continued involvement and engagement and letters that prompt action to help mobilize our supporters
- Ability to focus on the details; i.e. detail-oriented
- Not afraid to ask for things or questions
- Has 3-5 years of development, fundraising or philanthropy experience
- Confidence working with or learning various types of computer software, including experience in Word, Excel, and database software
- Knowledge of fundraising, customer relationship, and content management software, especially DonorPerfect, Constant Contact, and WordPress
- Great organizational skills
- Willingness to accept challenges and learning opportunities
- Excited to learn and take feedback
- Has supervisory experience
- Can work with short deadlines
- A great team player
- Can work from home with little oversight
- Excited about the work of Growing Gardens

Recommended experience that would be helpful but not required:

- Bi-lingual of any language combination
- Experience with anti-racism principles from the People's Institute
- Experience with grass-roots fundraising i.e. Social Justice Fund
- Skills/desire in Community Organizing
- Has been an integral part of a successful capital campaign

This position works with and reports to the executive director.

Our work at Growing Gardens is more effective when we have a diversity of identities, backgrounds, and perspectives collaborating together towards a common goal. We recognize that in order to truly promote equity we must be aware of injustices past and present and prioritize our policies and systems in ways that dismantle the current hierarchy. We respect the inherent knowledge and expertise of those that have been most impacted by systemic injustice. We actively seek out and elevate the voices of those in our community that have been silenced, erased, and marginalized. BIPOC (Black, Indigenous and People of Color) are encouraged to apply for this position.

To be considered for this position, please provide the most current resume/CV and a 1 page cover letter with your interest in the position and how your lived experience is relevant to this work in development/fundraising and how you want to invest in doing this work in an inclusive, community-centric and asset-based way to Jason Skipton at;

(It is encouraged to be bold and clear in your application)

apply@growing-gardens.org

*If you have questions about this position please feel free to reach out to Jason Skipton at **503.284.8420*** or jason@growing-gardens.org

The salary for this position is **\$48,750-\$50,212 (\$25 to \$25.75 per hour)** annually.

Benefits include: paid medical, dental and vision with alternative healthcare included, Simple IRA retirement plan, generous paid time off, Employee Assistance Program, life-insurance, professional development trainings including the 3-day People's Institute Undoing Racism training, gardening advice, seeds, a Fully stand-up desk, flexibility to work from home or in office, a fun working environment that focuses on work/life balance, oh, and lots of great food and coffee (Post-COVID-19).

Proposed interview process, this could change based on applications received:

- **Position posted:** 11/12/2021
- Review applications as they are received
- Phone interviews: week of 12/13/2021
- Virtual or In-person interviews (with a group of 2-4 people) with experiential component (examples being; draft a Year-end appeal letter, give a 3-5 minute presentation about Growing Gardens work, draft an annual donor engagement plan for 2022)
- **Final decision:** 12/30/2021
- Starting date: Beginning of 2022

Applications accepted starting November 8th—December 13th and applications will be reviewed as they are received, or until position is filled.