



Position Title: DEVELOPMENT & FUNDRAISING MANAGER

Application Deadline: Rolling, open until filled

Position Start Date: March 2017

Employment terms: *This is a 30 hour/week position with the possibility to increase to 39 hours/week after 3 months. This position is grant funded until December 2017, with the possibility to renew based on funding and performance.*

Salary & Benefits: *\$32,000 – 41,000/year depending on experience. Health benefits provided through Center for Transformative Action.*

Groundswell Center for Local Food & Farming is an agriculture education nonprofit based in Ithaca, NY, operating under the Center for Transformative Action and serving the broader Finger Lakes area. Our core work is to foster a diverse next generation of small-scale sustainable farmers and land cultivators by lessening common barriers to land access, resources and business ownership. We accomplish this goal by upholding values of equity and justice throughout our experience based educational and technical courses, Incubator Farm and one on one consultations. We work closely in collaboration with, and with support from diverse donors, experienced farmers, local educational institutions, granting agencies, a broad range of non-profit and for-profit organizations, regional community members and dedicated volunteers.

This position primarily manages the donor development and fundraising needs of the organization by working closely with Groundswell board and director. This position is funded by USDA Beginning Farmer and Rancher Development Program Grant # 11674923, the Park Foundation and Groundswell's General Funds.

Specific duties and responsibilities:

A. Development & Fundraising 85%

- Develop an understanding of GS mission and activities and confidently speak to others about them in one-on-one, large group and presentation settings
- Build relationships with community stakeholders to advance GS's mission and fundraising goals
- Identify, expand and manage small donor development base
- Create and oversee the implementation of a strategic approach to fundraising and development which may include major gifts, corporate donations, crowd source campaigns, grant solicitation, and in-kind resources in collaboration with GS board and director; may include board training and education
- Develop and manage timelines for fundraising activities

- Creatively work with GS director and board to uphold GS's commitment to equity by identifying opportunities to redistribute revenue and resources to community areas in need and inline with GS mission
- Assist GS director to identify funding opportunities and write grant proposals
- Enhance and oversee GS's business sponsorship program with director
- Co-manage and develop fundraising and social capital building events including but not limited Pig n' Pints' and Spring Mixer
- Evaluate, redevelop and manage GS membership program
- Creatively engage and build regional relationships with community members, regional organizations, farmers, food businesses and food citizens
- Work with GS director in diversifying and increasing organizational revenue stream to support the strategic direction of the organization
- Coordinate annual evaluation development strategy, monitor trends in the community or region and adapt fundraising strategies as necessary
- Develop and coordinate in-kind donations and work with CTA to issue receipts as needed
- Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of development activities

B. Community Engagement & Professional Development 15%

- Maintain a regular presence at cultural and community events in order to build strong long-term relationships with individuals and grassroots groups in-line with GS program mission
- Proactively identify areas for growth and professional development
- Build and strengthen community and public relationships with regional farmers, business owners, community members from diverse backgrounds, and with organizations including the Incubator Network, local schools and colleges, refugee support organizations (Catholic Charities, TST BOCES, Ithaca Welcomes Refugees), beginning farmer service providers, foundations, Ithaca EcoVillage, and Cornell Cooperative Extension, among others.
- Work as team player with the Groundswell staff and board

Supervision received: Direct supervision is provided by Groundswell Director.

Supervision provided: This position may oversee volunteers occasionally.

Minimum Formal Education: none

Knowledge, Skills and Abilities Desired:

- Capacity and passion for Groundswell's mission
- Strong interest and demonstrated commitment to addressing food system inequalities and a willingness to participate in social and racial justice workshops
- Minimum 2-years demonstrated success at cultivating and securing donors, building relationships, writing proposals, budgeting and managing fundraising campaigns
- Enjoy regularly meeting and speaking with others about mission-based work
- Ability and competence to ask for money and donations

- Proficiency in managing databases including Excel (SalesForce and auction software is ideal)
- Experience coordinating special events
- An ability to juggle multiple tasks, remain organized and attentive to details, meet deadlines and follow through on tasks
- Demonstrated ability to work effectively and efficiently without close supervision

Special Requirements: As a mission-based and community-involved organization, Groundswell staff positions require frequent flexible hours including some evenings and occasional weekends. However, to balance this requirement we also strongly support a work-life balance, using personal and vacation time, and offers occasional flexibility such as working from home. The person in this position must possess a valid driver's license, though a personal vehicle is not necessary. The person in this position will be welcomed as part of the Groundswell team, and be expected to participate in visioning and execution of other related programs of the organization.

The Center for Transformative Action and Groundswell is an equal opportunity employer. Employees are hired on the basis of their merit, ability and experience without regard to race, creed, national or ethnic origin, religion, age, gender, sexual preference, or disability.

To apply: Please email, *ideally as one attachment*, a cover letter, resume, writing sample to Elizabeth@GroundswellCenter.org with "Last Name_ Development" in the subject line. We prefer emailed submissions, however you may also drop off or mail your application to 225 S Fulton Street, Ithaca, NY 14850.