



Seeking Development Manager!

SEEDS, Durham's nonprofit educational community garden, is seeking an exceptional candidate to join our team as a full-time Development Manager. Are you an enthusiastic people person and story teller? Are you highly organized and enjoy coordinating people and projects? Do you get things done? Are you passionate about cultivating a healthy environment and an accessible food system? Then send us your application!

This position will play a key role in the growth of sustainable revenue to support SEEDS' mission and programs through strengthening diverse funding streams. The ideal candidate will be able to effectively and persuasively communicate with a broad group of stakeholders, develop and follow-up on creative methods of engaging and inspiring donors, and build on an historic foundation of support. This is an exciting growth opportunity for a fundraising professional to plant new seeds to support the fundraising program for an established community asset.

The Development Manager will be part of the Management Team, reporting directly to the Executive Director. The Manager will also support the Board of Directors in fundraising efforts and special events, working with the Fundraising Committee as the key staff liaison.

Primary areas of responsibilities include:

- **Fundraising:** Lead ED & Board in creation and execution of comprehensive annual development plan, including major donor cultivation; Manage annual appeal process, lead online donation strategy, actively develop new donors.
- **Database Management:** Manage accurate donor and volunteer database, process donations and tax letters, run regular reports.
- **Grants Management:** Project manage grant process; Developing content, preparing grants and reports for submission, research into new opportunities, relationship cultivation.
- **Special Events:** oversee organization and production of major fundraising events, including securing corporate sponsors, lead/coordinate off-site planning, support board/volunteer-led events.
- **Business Partnerships:** follow-up on business partnerships in the community, including on-site fundraising events at businesses; Support volunteer recruitment through business and corporate partners.

Required skills & experience:

- 2-5 years successful experience in non-profit fundraising, including annual campaigns and grants management
- Exceptional verbal and written communications skills, the ability to effectively and persuasively communicate with a wide variety of stakeholders
- Excellent organizational and planning skills, demonstrated ability to make analytical decisions and manage multiple projects successfully
- Experience using database management or fundraising software (Salesforce preferred); Microsoft Office platform; Google Business; WordPress
- Experience planning & promoting successful Special Events
- Demonstrated experience working collaboratively with a team
- Demonstrated commitment to sustainability and environmental conservation
- Valid driver's license



Seeking Development Manager!

Strongly recommended:

- Knowledge of and experience with philanthropic community in and around Durham, NC
- Experience with implementing successful Capital Campaign
- Conversational Spanish
- An understanding of & interest in food systems and partnerships, particularly in Durham, NC

SEEDS is an Equal Opportunity Employer. Women and people of color strongly encouraged to apply.

Benefits and Salary: This is a full-time, year-round position. Some nights and weekends required. Starting salary range: \$30,000- \$33,000, depending on qualifications. Health & dental benefits included, as well as paid vacation and sick leave. Flexible working hours available for the right candidate.

Working Conditions:

- Development Managers usually work in an office environment, but the mission of the organization may sometimes take them to nonstandard workplaces. This may include meeting offsite, and in the garden.
- Development Manager will be expected to regularly give tours of the garden and facilities, and must be able to navigate unpaved and irregular terrain.
- Development Managers work a standard work week, but additionally will often work evening, weekends, and overtime hours to accommodate activities such as Board meetings and representing the organization at public events.

How to Apply: Application review will begin immediately, and continue until position is filled. Qualified candidates should submit cover letter, writing sample and resume with three professional references to Emily Egge, Executive Director at eegge@seedsnc.org. **Incomplete applications will not be considered.**

Application closing date: November 21, 2016, though application review will begin immediately.

About Us:

SEEDS is a garden school founded in 1994, teaching people to care for the earth, themselves and each other through a variety of garden-based programs for youth. We are working to build a team that can collaborate across programs and authentically engage our community through the act of “digging in the dirt.” For more information on the organization, visit us online: www.seedsnc.org.