



Part-Time Hourly Position

Organic Growers School (OGS) is an Equal Opportunity Employer. We encourage Black, Indigenous, and Folx of Color to apply. However you identify and whatever background you bring with you, please apply if this is a role that would make you excited to come into work every day. Come join us and help us build an organization where we're all proud to belong.

OGS does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, gender expression, religious creed, disability, medical condition, genetic information, age, marital status, parental status, sexual orientation, military and veteran status, or any other characteristic protected by federal, state, or local law.

Job Title: Development Coordinator

Description: Reporting to and in partnership with the Executive Director (ED), the Development Coordinator will support development efforts as OGS continues to grow. A new position in the organization, the Coordinator will have the opportunity to play a lead role in designing and implementing Organic Growers School's development strategy and fundraising plans as the organization looks to expand, steward, and diversify its fundraising and donor base. The Development Coordinator will be involved with community engagement efforts including collaborating with the Communications Team and grant development. The person in this position will work in close collaboration with the OGS Leadership Team and the entire OGS staff to develop and shape what this position will look like.

Main Responsibilities include, but not limited to:

- Develop and implement a comprehensive organizational fundraising and development plan, in collaboration with OGS staff and the Board of Directors.
- Strengthen OGS's development capability, including the pursuit of new funding opportunities from a broad range of sources.
- Contribute to the creation of marketing materials, such as newsletters and blog posts, as part of fundraising campaigns.
- Develop and cultivate relationships with individual and major donors and contacts at funding organizations.
- Write bi-annual updates for funding organizations and major donors, and support the creation of annual organization reports, and other program reports.
- Strengthen systems for identifying, qualifying, cultivating, soliciting, and stewarding major donors, foundations and corporations; coordinate solicitation and donor acknowledgement activities.
- Solicit and manage corporate sponsors, and exhibitors for OGS Conferences and other programs.
- Coordinate special events, raffles, campaigns, and drives that raise funds and promote OGS in the community.
- Support grant activities including research, proposal writing, and reporting requirements.
- Make public appearances/accept speaking engagements to share information about OGS with the community.
- Participate as a member of the Advancement Committee.

- Oversee donor acknowledgement, financial reporting, database entry, and fundraising reporting functions provided by finance and other OGS team members.
- Perform other related duties as requested.

Requirements/Qualifications Summary:

The ideal candidate has strong interpersonal skills and is a self-starter, quick learner and an accountable team collaborator. They will also be enthusiastic about creating equitable and sustainable regional food systems and passionate about story-telling. At least 2 years experience in resource development, and professional fundraising. Must be proficient in grant-writing & reporting.

Other Qualifications Include:

- Excellent communication and interpersonal skills (verbal, written, oral, and listening) and ability to work effectively with a diverse set of stakeholders.
- Highly organized and able to see both the big picture and work with details.
- Excellent time-management, multi-tasking, and prioritization skills.
- Knowledge of fundraising principles and best practices, and a sound general vision of how a comprehensive fund development plan should work within an organization’s mission and capacity.
- Experience with a wide variety of development initiatives including annual fund management, grant proposals, corporate, foundation, and donor relations, major gifts, planned giving, direct mail, email, phone solicitation, and web-based peer-to-peer giving campaigns, and/or special events.
- Excellent troubleshooting, multi-tasking, and problem solving skills.
- Proven ability to prioritize, plan, and meet deadlines consistently, and be comfortable with accountability and performance-based metrics.
- Ability to travel and work a flexible work schedule that includes some nights and weekends
- Experience with some or all of the following: Asana, Google Suite, Wordpress, Task Management System, MS Office, Acrobat, data management software, internet research, social media platforms, and facility in learning new online management tools.
- Desired: Knowledge of the Western NC and Southern Appalachian region.
- Familiarity with and a passion for sustainable food, farming, and non-profit organizations a plus.

Hours: 20-25 hours a week, hourly position.

Compensation:

Coordinator shall receive \$19-\$21 per hour (depending on experience) and is classified as Part-Time. Part-Time benefits include some paid holidays, local Co-op Membership, and wellness stipend.

Location: A combination of remote working from your home office (provide your own computer, printer, and basic office needs) and working in the OGS office at the Smith Mill Works in West Asheville, NC when safe, appropriate, and desired. The ability to be present at various locations throughout WNC and the Southern Appalachians throughout the year is required.

Software/Hardware: OGS will provide all online software needed such as Wordpress, Asana, GoogleDrive, etc. OGS does not provide computers and requires each employee to have their own reliable computer and cell phone.

How to Apply: Please send a cover letter, resume, and 3 professional references to communications@organicgrowersschool.org . Be sure to put “Development Coordinator” in the subject line. Application Deadline is July 5, 2021.