



Northeast Organic Farming Association of Vermont

*Growing local farms, healthy food, and strong communities
in Vermont since 1971.*



Development & Engagement Director

(32- 40 hours/week, salaried, exempt)

The Development and Engagement Director is responsible for overseeing all development efforts of the Northeast Organic Farming Association of Vermont. The Development and Engagement Director will report to and work closely with the Executive Director. The Development and Engagement Director supervises communications, membership, and development staff.

Job Summary:

Overall responsibilities include overseeing the fundraising efforts, as well as marketing, outreach and public relations of NOFA-VT. The Development and Engagement Director is chiefly responsible for managing the yearly cycle of fundraising, including: leading specific fundraising campaigns, providing high-level grant coordination, developing and managing a robust yearly donor and member engagement and cultivation plan and calendar, and facilitating donor relationship development in partnership with the Executive Director.

Specific responsibilities of the Development & Engagement Director include, but are not limited to:

- Understanding and sharing passion for the strategic vision of the organization
- Leading an assessment and developing a strategic and prioritized work plan for the development work at NOFA-VT (*job responsibilities may be adjusted as a result of this process*)
- Overseeing fundraising efforts to support all of NOFA-VT's programs, campaigns, and endowments
- Participate in the planning and reviewing of grants
- Developing, implementing and monitoring progress toward short and long term fundraising strategy and goals (including the Enid Wonnacott Fund)
- Cultivating relationships with current and prospective funders and supporters (in partnership with Executive Director)
- Overseeing the maintenance and expansion of the organization's database of supporters
- Maintaining oversight over all fundraising activities including major giving, grants, special events, direct appeals, corporate sponsorship, membership engagement, and partnership initiatives
- Working with the Board of Directors, specifically those working on fundraising (possibly the "Leadership Circle") in development-related projects

- Overseeing the promotion and public awareness-raising of NOFA-VT through media, communications, printed and digital materials, and public relations
- Supervising, setting goals with and for, and reviewing the performance of membership, development and communications department staff
- Managing expense budgets for all fundraising, public relations and communications projects
- Actively reinforcing positive organizational culture

QUALIFICATIONS

- Bachelor's degree required.
- 5+ years experience in nonprofit administration, fundraising, public relations/marketing and/or management preferred.
- Deep knowledge of NOFA-VT's work and the VT food system preferred.
- Proven track record of raising funds from diverse sources, including major gifts from individuals, foundations, corporations and government agencies.
- Experience in donor cultivation, grant writing, contracts management and special events.
- Knowledge of and connections to the funding community in VT and/or nationally.
- Demonstrated commitment to accountability, measuring outcomes and a results-oriented culture.
- Strong written and verbal communication skills.
- Strong interpersonal, supervision, administration and management skills.
- Ability to handle and prioritize multiple tasks while maintaining attention to detail.
- Proficiency in Microsoft Office programs.
- Familiarity with donor tracking systems.
- Ability to work with diverse groups of people.
- Sound judgment, professionalism and a positive attitude.
- Resourcefulness, creativity and strong problem-solving skills.

Compensation commensurate with experience.

To apply: Please submit a cover letter, resume and three references to jobs@nofavt.org with "Development and Engagement Director Application" in subject line. Applications will be accepted on a rolling basis.