

Fund Development Associate

Position Description

Organization

Founded in 2005, Urban Tilth hires and trains local residents to cultivate agriculture in west Contra Costa County to help our community build a more sustainable, healthy, and just food system. We use our 7 different school and community gardens and small urban farms to strengthen our community's capacity to provide for ourselves, speak for ourselves and fight for the future we need.

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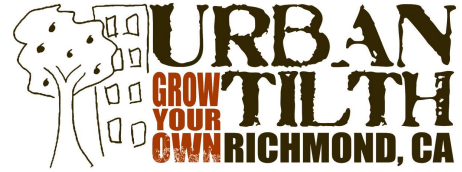
Urban Tilth has an immediate opening for a part-time Fund Development Associate. The Fund Development Associate works with the Executive Director and Communications Associate correspond with donors, to research, prepare and draft funder reports, foundation and government grants, as well as assist with planning and coordinating individual and major donor campaigns.

Responsibilities

- Assist with implementation of Urban Tilth's annual fund development plan
- Assist with the research, preparation and submission of grant applications as outlined in the fund development plan
- Service grants in a timely and professional manner to nurture donor relations
- Coordinate fundraising campaigns and events
- Assist with developing prospects for the organization's fundraising priorities, including in-kind donations
- Coordinate volunteers to assist with for fund development projects
- Assist in preparing regular fundraising reports
- Work with the Executive Director and Communications Associate to develop a communications plan and coordinate donor communications including the design, printing and distribution of communications materials for development efforts

Qualifications

- 2-5 years experience in fund development for community organizations
- 2-5 years experience in communications for community organizations
- Excellent writing / storytelling skills
- Excellent communication skills
- Excellent project management skills
- Some experience with graphic design, videography or photography
- Experience in special events planning and management



- Proficient in using fundraising software
- Experience using Google docs, databases, MailChimp or Constant Contact, social media
- Able to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Able to anticipate, understand, and respond to the needs of donors and meet or exceed their expectations

Compensation:

- \$18.50 - \$20 per hour + benefits (medical, dental, sick leave, holidays & vacation)
- Part-time, 20 hours per week

How To Apply:

Send resume and references via mail or email to:

ATTN: Hiring Committee
Urban Tilth
323 Brookside Dr
Richmond, CA 94801
admin@urbantilth.org

Sound exciting? Urban Tilth has a great team and we are doing great things. Check out our website:
www.urbantilth.org