



NORTH COAST FOOD WEB

Position: Development Director

Part time | .5 FTE

Start Date | September 1, 2022

About North Coast Food Web

Founded in 2011, [North Coast Food Web's](#) (NCFW) mission is to **cultivate healthy communities and a vibrant economy through food producer support services and improved access to local food**. Our vision is a community that is home to a diverse and thriving group of farmers, fishers, foragers, and food makers that can start and sustain their food businesses on the North Coast.

Our organization is made up of 5 staff and 6 volunteer board members who are passionate about creating positive changes in our community food system. We work collaboratively to create an inclusive, respectful and fun workplace and programs. This is a new position in the organization and is best suited for a flexible self-starter who is excited to co-create this role with us.

We invite candidates for this position who align with our staff values, which are:

- **Food Sovereignty and Equity;**
- **People Over Profit;**
- **Connection and Working Together; and**
- **Responsiveness, Listening and Growing.**

Position Overview:

Writes and administers grants, develops and oversees fundraising campaigns, works with the Executive Director to build and maintain relationships with major donors, and works closely with Operations Manager to ensure inspiring and consistent communications. NCFW has an established volunteer Development committee, an Executive Director with prior Development experience, and some pre-existing relationships with major donors and foundations to build on.

This position is a key one for creating connective tissue for the organization as a whole. This person will make sure that our fundraising efforts are coherent with our strategic plan, meeting the needs of our staff, and providing coaching and support for each person within NCFW (both staff and Board) to find their appropriate niche in our overall development landscape.

Key Responsibilities (with estimate % of time spent on each one):

- **Grant Writing and Administration (60%)**
 - Leads grant research
 - Leads grant writing to foundations and governmental bodies, working with the Board Development committee and Executive Director
 - Administers grants, with the Operations Manager
 - Coordinates some grant writing with other organizational partners

- **Fundraising-related Communications (10%)**
 - Works with the Operations Manager to ensure the communications plan and online presence supports all fundraising efforts, and that our public face is maintained in a manner that supports our professional presentation
 - Drafts communications for our newsletter, social media accounts, and website related to fundraising
 - Works with the ED, Board and other staff in developing fundraising marketing materials and strategies
- **Donor relations (20%)**
 - Maintains our database and runs reports for staff and Board
 - In conjunction with the ED, maintains relationships with major donors, and helps identify new leads
 - Plans at least two annual ask campaigns for small to mid-sized donors, with an eye toward building our donor funnel over time
 - Ensures that all donors are thanked in a timely manner
- **Other duties as assigned or self-initiated to build the strongest possible overall development program (10%), including but not limited to:**
 - Working with the Executive Director on annual fundraising plans and budgets
 - Attending staff meetings and, when requested, Board meetings

Required Experience and Skills:

- Minimum of 3 years experience in small nonprofit fundraising and/or grant writing.
- Strong organizational and project management skills.
- Strong written and verbal communication skills.
- Ability to organize, track and effectively communicate detailed information.
- Discretion and the ability to discern appropriately what needs to be kept confidential.
- Proficient with using online tools such as G-suite, and CRMs (ideally Donor View), etc.
- Experience in grant administration and reporting.
- Comfortable working in a high growth, constantly changing environment.
- Ability and desire to work both autonomously as a self starter but also collaboratively across different areas of work.
- Passion to solve complex problems and build scalable processes.
- Skills and experience to advance diversity, equity, inclusion and justice.

Ideal candidates will also bring with them a passion for food justice, and familiarity with the fundraising and grant writing scene in our region of Oregon.

Position Details:

- **Location:** Astoria, Oregon. Some work may be done from home
- **Hours:** This is a part time position (20 hrs/week), with reasonable flex/comp time, with potential to grow into a more full time position
- **Salary:** \$30,000 annually
- **Benefits:** 2 weeks paid time off, plus 10 paid holidays. We are working toward having health insurance available for all employees starting January 1st.
- **Reports to:** Executive Director

To apply:

Send us your resume and answers to the following questions (in lieu of a cover letter) in about one page. Don't worry about formatting this as a cover letter. Please use this subject line: "Development Director (your last name)" and email to yana@northcoastfoodweb.org. You can also direct any questions to Yana at that address.

- 1) Please tell us about your experience with development, fundraising and grant writing, highlighting your skills.
- 2) Our staff values are:
 - a) Food Sovereignty and Equity;
 - b) People Over Profit;
 - c) Connection and Working Together; and
 - d) Responsiveness, Listening and Growing.

What do these values mean to you? What do you think of when you hear the phrase "food justice"?

- 3) We are in the midst of a lot of shuffling around of staff so that people are doing more of the work they love and are good at. To help us understand how you might fit in that, please describe your favorite and least favorite aspects of Development work. (Note, there is not a "right answer" to this question, and our current staff has some flexibility, so please feel free to be honest!)
- 4) In a couple sentences, what is your general approach or philosophy of fundraising?

Hiring Timeline:

Applications received by July 27th will be given priority for consideration.

First round of interviews and dialogue will be the week of August 1st. All candidates will hear from us by then.

Second round of interviews will be the following week. We intend to make an offer by August 11th.

Position begins September 1st.

Candidates who will need to relocate to the area may be able to start working remotely.