



Boston Area Gleaners

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www.bostonareagleaners.org

Development Director

Job Posting

April 8, 2019

About this Position

The Development Director is responsible for supporting and implementing a wide variety of fundraising and marketing projects. An ideal candidate is a highly organized team player who's excited to inspire the community about our mission. Reporting to the Executive Director, you will support diverse fundraising activities and create targeted communications to engage new and existing donors and volunteers in supporting our cause. Together, we'll strive to create a more sustainable, equitable food system.

Responsibilities

Development

- Produce and distribute 2 annual fundraising appeals
- Process donations and acknowledge donors appropriately
- Maintain accurate records in our donor database
- Produce reports and analyze campaigns, donors, and other development efforts
- Oversee fundraising and donor/volunteer appreciation events, working with the board and volunteers to plan, promote, and execute successful events
- Assist with research and writing of grant proposals and sponsorship requests

Communications & Marketing

- Support website upgrade and maintain ongoing updates
- Lead our social media efforts, expanding our presence and follower base
- Create frequent e-newsletters, event invitations, and other email communications
- Work with program staff and Outreach Coordinator to promote volunteer opportunities through digital channels and printed flyers
- Design and update merchandise and marketing materials (digital and print)
- Manage production of annual impact report: collaborate with designers, printers, and mail house
- Maintain bank of stories, quotes, and photos for development, marketing, and outreach purposes

What You Bring to the Role

Required:

- Enthusiasm for our mission of and interest in food systems work (hunger relief, agriculture, nutrition, etc.)
- Bachelor's degree and 5+ years of relevant experience
- Highly organized work style and project management skills
- Strong written and verbal communication skills

- Comfort interacting with and building relationships with all stakeholders: donors, volunteers, board members, and partner organizations
- Serious attention to detail and proficient editing skills
- Extreme proficiency in social media
- Experience with email marketing platforms
- Confidence with technology and willingness to learn new systems
- Ability to work independently *and* collaboratively
- Some public speaking and/or customer service experience
- Some flexibility in your work schedule for occasional meetings and events

Strongly preferred:

- An eye for design, including some experience creating graphic pieces
- Database experience (a big plus for donor database and/or Salesforce experience)

Workplace & Physical Demands

- We are located in an office building on a beautiful farm
- The office is on the second floor of a non-handicap accessible building
- Office conditions will require many hours of sitting and working at a computer
- This position requires the ability to reliably get to our office in Waltham, MA on workdays

Compensation & Benefits

- Full-time (min 32 hrs/wk) salaried position
- Salary is commensurate with experience
- Paid time off, 11 paid holidays (religious holidays of your choice), and health and dental benefits
- Access to fresh produce during the gleaning season

Boston Area Gleaners Diversity Statement

We expect that the board and staff of our organization will consist of people who are committed to addressing food insecurity. Given the diversity of people impacted by food insecurity, we aspire and make every reasonable effort to develop a board, staff, and volunteer base that reflects that diversity. We believe that such diversity will strengthen our organization, enhance our decision making and accountability to the mission, and build and broaden the community of volunteers and funders, whose participation is so essential to our shared success.