



JOB OPENING: Development Director

TERMS: Regular (year-round), Exempt position

COMPENSATION: Commensurate with experience

THE ORGANIZATION:

The Food Literacy Project is the nonprofit education partner to an 8-acre vegetable farm in Louisville, KY. We are dedicated to *inspiring a new generation to build healthy relationships with food, farming and the land*. In a time of great concern about rising obesity rates, lack of access to fresh foods, as well as the cultural disconnection between people, food and the earth, the Food Literacy Project offers a unique Field-to-Fork Program that engages youth, families, teens, adults and educators, promoting healthier communities and increased respect for the land. Youth and families empower themselves with skills to lead healthier lives and discover earth's bounty through hands-on learning at our engaging outdoor classroom on historic Oxmoor Farm. Program participants have access to 8 acres of sustainably grown vegetable crops, raised bed gardens, greenhouses, farmers, a fruit orchard and an outdoor teaching kitchen. Our teaching staff and volunteers customize each program to meet the learning needs of the diverse groups we serve.

The Food Literacy Project embraces an approach to community transformation that is firmly grounded, yet bold and purposeful. As a workplace, we aim to create an inclusive environment that values inspiration, authenticity, and finding joy in learning by doing.

RESPONSIBILITIES:

The Development Director will plan, manage and evaluate the Food Literacy Project's resource development efforts. The primary responsibilities are to develop and oversee the annual fundraising plan in collaboration with the Executive Director and Board of Directors. While the role involves managing all aspects of fundraising – including grant proposals, reports, and special events – emphasis will be placed on implementing a robust effort focused on individual donor cultivation. The Development Director will also oversee the organization's communication efforts, and supervise an Americorps VISTA Resource Development Coordinator. The Development Director will report to the Executive Director and will work closely with the Assistant Director, Program Director, and Board of Directors.

Duties include:

- Work closely with senior staff to develop and implement the annual fundraising plan, with special emphasis on reaching community-minded individuals and institutions who desire to bring about real and lasting change.
- Manage the process of identification, cultivation, solicitation, and stewardship of donor prospects.
- Arrange donor and prospect meetings and site visits.
- Manage grants calendar, meeting deadlines for proposals and reports; collaborate with the Program Director to develop program plans and budgets for grant proposals.

- Oversee the organization's communications efforts via print and electronic newsletters, website, social media, and annual report.
- Coordinate the planning and execution of the Field-to-Fork Dinner, the organization's annual fundraising event
- Coordinate a series of revenue-generating on-farm programs, including the Full Moon Feast dinner series, and corporate retreats.
- Develop and support, as needed, administrative systems and outreach strategies to continue and expand our work.
- Supervise an Americorps VISTA Resource Development coordinator, who manages social media and volunteer engagement, and assists with grants.

QUALIFICATIONS:

- Bachelor's degree preferred, or equivalent experience.
- Minimum of two years' experience with major donor campaigns.
- Strong ability to establish and maintain positive, effective working relationships with others.
- Exceptional communication skills, including writing, speaking, and active listening; ability to effectively interpret the programs and goals of an organization to a wide range of people from different backgrounds.
- Demonstrated ability to initiate contact with persons not known, in person and by phone.
- Organized; able to manage several projects at once and maintain focus.
- Self-motivated, adaptable, takes initiative, can work independently and in a team, works well under pressure, creative thinker and problem-solver.
- Demonstrates pride in work, excellent attention to detail, and ability to maintain accurate records, prepare reports, etc.
- Shares a commitment to the Food Literacy Project's mission; experience as a volunteer or paid staff for a small, community-based non-profit organization.
- Experience using a computer and appropriate software (ie Microsoft word, email and internet, Excel, Quickbooks, donor management software, Adobe InDesign, etc)
- Be physically able to participate in and lead farm and garden work projects (walking, lifting, kneeling, etc.), and to work outdoors in all weather conditions.

The Food Literacy Project emphasizes diversity in both our programs and our staff, and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or status as a veteran in accordance with applicable federal laws.

TO APPLY:

Send a cover letter and resume, along with 5 references (3 professional and 2 personal) and one writing sample to:

Carol Gundersen
Executive Director
Food Literacy Project
9001 Limehouse Lane
Louisville, KY 40222

Applications will be accepted until Monday, November 16th at noon. Hard copies are preferred, but applications will be accepted by email: carol@foodliteracyproject.org.