



**Employer:** Urban Roots  
**Position:** Development Director  
**Reports to:** Executive Director  
**Ideal Start Date:** September 2018

**Who We Are:**

Urban Roots is a rapidly growing non-profit organization that uses food and farming to transform the lives of young people and inspire, engage, and nourish the community. On a 3 1/2 acre urban farm, Urban Roots provides teenagers and young adults paid service opportunities that strengthen them as leaders while building professional and life skills. Urban Roots engages young people to practice hard work, to connect with the land and food, and to serve their community. In addition, we work to nourish and build community -- each year we engage more than one thousand volunteers through farm work days, provide educational tours to school and community groups, and donate thousands of pounds of farm-fresh produce to local hunger relief agencies.

**The Guiding Principles of Urban Roots:**

1. We Honor and Respect Diversity.
2. We provide a High Quality, Transformational Experience for youth and community members.
3. We celebrate "Rigor" and Meaningful, Hard Work.
4. We build Strong Relationships.
5. We cultivate Intentionality in our work.
6. We engage our work with a Spirit of Celebration and Joy.

**Job Summary:**

We are seeking a highly strategic, collaborative, and innovative leader to join our team and drive the vision and strategy for our fundraising and communications efforts as we move into our next exciting phase of growth. Urban Roots' development strategy is based on relationships and the idea that by engaging our donors and partners through philanthropy, we can nourish and inspire them and our entire community.

The Development Director will serve as the lead strategist for fund development and is responsible for crafting and executing ongoing and long-term development plans that build on our primary strategies of individual donors, corporate partners, foundations, and events while exploring new possibilities. As a critical member of the senior leadership team, they will work closely with the Executive Director to guide the organization into its next phase of growth and strengthen organizational culture and infrastructure. The ability to toggle between a variety of organizational and department priorities is imperative. The candidate will be able to actively articulate strategy paired with clear vision and skills to execute the deliverables to create success.

**Select primary duties include:**

- Lead the annual and growth campaigns, developing and implementing proven strategies to increase total revenue year over year. This includes individual donors, corporate giving, events, grants, and earned revenue.
- Monitor and evaluate the success of each fundraising strategy, providing the ED and board with clear, consistent reporting on what's working and what's not, and proactively tweaking the strategies over time for maximum success.

- Maintain a personal portfolio of major donors, and partner with the ED, board, and volunteer committees to support them in deepening existing donor relationships, soliciting and stewarding gifts, and acquiring new donors.
- Oversee the development and implementation of a communications strategy that is rooted in achieving development goals and generating significant goodwill and brand equity for the organization in the community.
- Oversee the development and implementation of a volunteer recruitment and retention strategy that is rooted in building relationships and achieving fundraising goals.

**Who You Are:**

- Fired up to join a small, hard working team at an organization on the front lines of youth development and food justice.
- Highly strategic and creative, who has experience in taking calculated risks and sees the strength and possibilities in every situation.
- Skilled manager, who loves coaching and inspiring others to do great things, and takes joy in activating and leveraging staff and volunteers to achieve larger goals. You have no problem “managing up” in guiding and supporting an Executive Director in the fundraising strategy.
- Extremely well organized and skilled in setting and managing competing priorities.
- Intuitive, relationship-focused fundraiser who pays attention to details that others often miss.

**Qualifications:**

- Bachelor's Degree required
- 7+ years of experience in fundraising, including significant success with major gifts, corporations, foundations and government sources
- 2+ years of management experience
- Ability to craft, manage, and maintain budgets
- Knowledge of the local philanthropic community preferred

**Compensation:**

This is a full-time position at a range of \$65,000-70,000, salary commensurate with experience. This position has the benefit of flexibility and discretion to adjust your work hours and location outside of necessary meetings and support of the team. Benefits include paid time off (120 hours accrued in the first year), health insurance (premium covered by Urban Roots up to \$400/month), and access to farm fresh produce.

**To Apply:**

Submit your resume and cover letter explaining why this opportunity is exciting to you to [jobs@urbanrootsatx.org](mailto:jobs@urbanrootsatx.org). Please submit both as PDF documents, and reference “Development Director” in the subject line of your email. No phone calls please.

*Urban Roots is committed to having diverse leadership that broadly reflects the communities we serve, and celebrates diverse perspectives, experiences, and identities. We invite all people regardless of race, ethnicity, cultural identity, gender, gender expression, sexual orientation, religion, age, national origin, ability, and marital and military status to be leaders in this powerful work to transform the lives of young people.*