

Urban Roots Development Manager



Employer: Urban Roots

Position: Development Manager

Location: Austin, TX

Reports to: Executive Director

Full-time salaried

Preferred start date: February 2020

www.urbanrootsatx.org

Who We Are:

Urban Roots is a growing non-profit organization that uses food and farming to transform the lives of young people and inspire, engage and nourish the community. Each year, we provide paid internships to over 100 young people ages 14-23 who work with staff and volunteers to grow 25,000 pounds of produce on our 3 acre farm in East Austin. We donate 40% of our harvest to local soup kitchens and food pantries and sell the rest at local farmers markets and restaurants. We believe in young people - their potential, their leadership, their hard work. Through growing food and sharing food with others, we are working together to make Austin a better place for everyone.

It is an exciting time at Urban Roots as we position ourselves to grow into a 2nd farm in the next several years. We need people on our team who are passionate about building a beautiful community of youth and adults connected to land and each other with a shared commitment to justice and mutual learning. We need team members with diverse perspectives who are inspired to be vital, vocal, and creative parts of our innovative and supportive team. If this sounds like you, we want you on our team!

Job Summary:

The Development Manager (DM) is a critical part of the Urban Roots fundraising team; providing essential administrative, logistical, and creative support. The DM helps us build capacity to fundraise in the community and cultivates and builds strong relationships with our corporate partners.

Key Responsibilities:

- Responsible for achieving targeted annual campaign goals, including the following strategies - monthly donors, Amplify Austin, Giving Tuesday, and the end of year campaign.
- Achieves corporate revenue goals & manages corporate partnership development, working closely with the Volunteer Coordinator to engage corporate groups coming to the farm
- Identifies and stewards prospective and existing donors, manages donor tracking systems, maintains the development calendar, and tracks progress toward yearly development goals.
- Plans, executes, and evaluates all fundraising campaigns and activities
- Directs the grant submission process by maintaining the grant tracker, manages grant submission by grant contractor and writes grant reports
- Creates solicitation materials and communicates with donors, staff, and volunteers
- Works closely with the Marketing & Events Manager to develop and maintain consistent branding and communications across all communications channels
- Assists ED with implementing major giving strategies
- Assists Marketing & Events Manager with securing in-kind donations

We are looking for you, if:

- You have three to five years of meaningful non-profit fundraising experience
- Organizing is your superpower and you live for details
- You are an influencer & know how to inspire and motivate the UR Board to reach their fundraising potential
- You love to find creative ways to cultivate meaningful corporate partnerships that align with UR values
- You love to check off things on your to-do list
- You have a high degree of proficiency in Microsoft Office and Google Docs - Bonus points if you have experience with Etapestry, Canva and InDesign
- You are able to build relationships with others who are different from you and seek out opportunities to do so
- Bilingual English and Spanish skills are a strong plus

Compensation:

This is a full-time position and salary is commensurate with experience. The salary range is \$55,000 to \$60,000. Benefits include paid time off, healthcare, seasonal farm fresh produce, and a fun and flexible work culture.

To Apply:

Submit your resume, a detailed cover letter that describes how you believe you can get Urban Roots to the next level as well as a writing sample to jobs@urbanrootsatx.org. Please reference "Development Manager" in the subject line. No Phone calls please.

Urban Roots is an Equal Opportunity Employer that is committed to creating a culturally responsive and inclusive organization. People of color and LGBTQ people are strongly encouraged to apply. We will not discriminate in our hiring on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, pregnancy, mental or physical disability or political affiliation.