



Urban Roots seeking a Development Director

Employer: Urban Roots
Position: Development Director
Reports to: Executive Director
Location: Austin, TX
Full-Time, Exempt, Salaried, Benefits

Who we are:

Urban Roots uses food and farming to transform the lives of young people and inspire, engage, and nourish the community. The only farm-based youth development and community impact organization in Austin, we have served over 500 youth through paid internships that support their growth as leaders. This past growing season our staff, youth interns, and volunteers harvested over 40,000 pounds of sustainably grown produce on our 3.5 acre farm in east Austin. We dedicated over half of that to increasing food access to underserved communities through our own programs and our hunger relief partners. In 2020, we broke ground on a second farm in South Austin to expand our impact.

To learn more about Urban Roots, we encourage you to visit our website and check out the following videos [from National Instruments](#) and [CBS News/ Go Daddy](#), and this [article in Culture Map Austin](#).

Who We Seek:

Urban Roots seeks an experienced and dynamic professional who will advance our mission through strategic fund development. The Development Director is a vital member of Urban Roots' Leadership team, which works to steer the organization toward an exciting future of continued growth--in our organization, our youth, our veggies, our impact, and ourselves.

To be a successful candidate for this leadership-level position, you are able to inspire and motivate Urban Roots' community of supporters, a dedicated board, and your Urban Roots' colleagues with a high level of passion, intellect, and collaboration. You have at least three to five years experience working in a role with similar responsibilities, bring a unique point-of-view and diverse perspectives, and have the desire to ensure personal and professional success through mission-driven work.

As Urban Roots' Development Director, you will need a keen understanding of the Central Texas area philanthropic community and fundraising landscape. You believe in building interpersonal relationships and have the skills to work respectfully, collaboratively, and effectively within a team environment. You believe that for the organization to be successful in achieving its mission that it must consistently uphold its values and commitment towards fully inclusive and antiracist practices and policies. You're an innovative leader who understands the power and strategic use of storytelling to move individual and corporate donors along the ladder of engagement.

You understand the nature and dimensions of philanthropy, including ethics, motivations for giving and volunteering, research and cultivation practices. You are skilled in standard fundraising techniques including face-to-face solicitation, proposal writing, special events, telephone solicitation, and direct mail. You have done and can support others with standard development office functions including gift processing, prospect and donor histories, fundraising reporting and grant administration.

You're a natural problem solver and love exploring ways to meet people where they are. You're comfortable speaking to our youth and respect their voice and perspective. You're self-motivated, adaptable, and have the humble confidence needed to work both independently and as part of a team. Your ability to speak Spanish is a plus (though not required)!

Urban Roots is an Equal Opportunity Employer that offers positions with varying skill levels and responsibilities that amplify our mission. We strongly encourage members of traditionally underrepresented communities to apply, including people of color; LGBTQIA+ identified people; people with differing abilities and genetic differences; veterans; and people who speak, read or write a language in addition to English.

The Development Director Position:

As Development Director, you will set and guide the strategy for all fundraising activities to advance Urban Roots' mission. You will:

- **Serve on the Leadership Team** to help define and carry out the short and long term strategic direction of the organization;
- **Create a strategic fundraising plan** in collaboration with the Executive Director that is scaled and comprehensive;
- **Build, steward, and maintain donor relationships** in coordination with the Executive Director, with emphasis on major gifts and corporate sponsorships;
- **Manage all fundraising activities**, including two major fundraising events (with committed resources for hiring a contract event planner), periodic special campaigns, and grants;
- **Supervise the Grants Manager**, providing leadership, strategic guidance, professional development, recognition, coaching and performance feedback.
- **Manage the day-to-day fund development systems**, including the development budget, donor and corporate research, prospecting and cultivation, gift solicitation, gift recognition and reporting, and donor database management. Knowledge and expertise in the best CRM systems and processes for nonprofits is a plus;
- **Manage vendors** and other relationships needed to execute fundraising events (e.g., contract event planner; chefs) and other fund development activities;
- **Support staff and Board fundraising roles** through planning, coaching, reporting and motivating;
- **Collaborate extensively with Urban Roots' colleagues**, including:
 - the Program Team to cultivate individual, foundation and corporate funders to grow programmatic impact;
 - the Finance & Operations Team to create, manage, and report on fundraising goals, budgets and outcomes;
 - the Communications Team to ensure development communication and marketing needs are planned for and successfully carried out; and
 - the Executive Director to develop, coach and empower the Board's Fundraising Committee to develop, cultivate, and solicit donors;
- **Establish partnerships with and generate in-kind support** from local area businesses;
- **Collaborate on a revitalized capital campaign** with the ED, Board, and Campaign Consultant;
- **Participate in strategic planning**, implementation, outcomes assessment, and ongoing strategy development with board members, senior staff, and outside consultants;
- **Practice Urban Roots' health and safety protocols** which adhere to local, state, and federal guidelines to minimize the spread of COVID-19; and
- Other duties as assigned by the Executive Director.

Other Requirements:

While performing the duties of this job, the Development Director will be expected to:

- Occasionally work long hours with some evenings and weekends;
- Attend Urban Roots' functions and special events;
- Attend in-person staff meetings and occasional all-staff farm work days;
- Communicate and exchange accurate information in a variety of formats including in-person, electronically, and over the phone; and
- Operate a computer efficiently and accurately.

Compensation, benefits, and workplace location: The salary range for this position is \$70,000-80,000.

The salary offer within that range will be commensurate with experience. Our benefits package includes:

- Significant employer contribution toward affordable medical, dental and vision coverage;
- 120 hours of paid time off (PTO), 11 additional paid holidays (including your birthday);
- farm fresh veggies!

Urban Roots has offices within AISD at 4900 Gonzales St in East Austin that are open for use by all staff. This position is currently able to work remotely from home due to the pandemic. As the public health situation improves, we will return to a hybrid office/ home working model. This role requires the Development Director to be living in the Austin area for in-person activities, such as meeting with donors throughout Austin for relationship building.

Application process:

- Resumes and inquiries should be emailed to jobs@urbanrootsatx.org
- All applications should include a resume and cover letter that briefly answers: 1) Why are you interested in working at Urban Roots, and 2) How your experience prepares you for the responsibilities outlined in the job description.
- We will NOT accept applications through online portals if they do not include a cover letter and resume.

Application period closes July 29th. This position is available immediately and will remain open until filled. Final round candidates will be given a background check before an employment offer is finalized. Phone call inquiries will not be accepted.