



## **Development Director** Job Description

### **Organization Description:**

Grow It Green Morristown is a 501(c)(3) nonprofit organization whose mission is to create sustainable farms and gardens that provide equal access to fresh, local food and educate communities through programs focused on healthy eating and environmental stewardship. We fulfill our mission through three key properties in the Morristown area, the Early Street Community Garden, the Urban Farm, and the Greenhouse at the College of Saint Elizabeth.

### **Job Description:**

Grow It Green Morristown is seeking a Development Director to oversee the planning, organizing, and directing of the organization's development, including major gifts, annual appeals, special events, and capital campaigns. The Development Director is responsible for securing financial resources through grants and appeals, which will support the organization's programs and services. The Director is also responsible for managing Grow It Green's communications in order to raise awareness of the organization. Because this is a small nonprofit organization, this is a hands-on role in both creating and executing development strategies.

The Development Director reports to the Executive Director and works closely with the Board of Trustees in all development and fundraising endeavors. This role could be full-time or part-time for the right individual. Some nights and weekends required. Bachelor's degree required with at least 3 years of experience in development.

Duties will include, but are not limited to:

### Primary Functions:

- Work in partnership with the Executive Director to develop individual engagement, cultivation, and solicitation plans for major gift donors and prospects
- Oversee and implement comprehensive fundraising initiatives that include annual appeal campaigns, special events, a membership program, foundation & government grants, corporate donations, and major gifts
- Manage grant seeking activities, including research, proposal writing, and reporting requirements
- Direct the annual fund program, including mailings, appeals, capital campaigns, and other major fundraising drives
- Coordinate fundraising events & their promotion
- Attend Board Fundraising Committee meetings and liaise with Trustees on fundraising opportunities
- Manage the fundraising database, tracking systems, and gift recognition to assure timely expression of thanks, and activities to encourage continued support
- Oversee creation of publications to support fundraising activities
- Actively promote consistent messaging with Trustees and staff to guide all external communications
- Manage marketing interns or volunteers when applicable
- Perform other related duties as needed



**Qualifications:** Successful candidates for this position will have at least 3 years of experience working in some combination of development, fundraising, and communications. A Bachelor's degree is required. Strong attention to detail is a must.

Preferred Qualifications:

- Passion for Grow It Green's mission and commitment to our values
- Excellent writing skills and ability to produce a variety of written deliverables, ranging from grant applications, press releases, newsletters, and social media content
- Excellent interpersonal skills and the ability to effectively communicate with a wide variety of stakeholders to build relationships
- Previous experience with major gifts, grant writing or membership programs preferred
- Competency in donor management systems and email marketing software
- A strong work ethic and ability to work independently with minimal oversight
- Must be dependable, organized, flexible, and have a sense of humor
- Spanish fluency is a plus

Qualified candidates should submit their cover letter and resume to [jobs@growitgreenmorristown.org](mailto:jobs@growitgreenmorristown.org). Please include "Development Director" in the subject line. The deadline to apply has been extended to **June 15, 2018**. Please no calls.