Development Associate (Part Time)
CitySeed | New Haven, CT

Job Overview
CitySeed is expanding our team, and seeking a detail-oriented, creative, and personable Development Associate to join our team. This role will best suit someone who is highly detailed, enjoys connecting with people, is a strong writer and storyteller, and is inspired by CitySeed’s mission. This role reports to the Executive Director, and plays a critical role in ensuring that CitySeed’s supporters have a positive experience and feel connected with our organization’s mission.

This is a part-time position to start, with the goal of growing into a full-time role. New Haven residents and applicants with strong ties to New Haven are strongly encouraged to apply. Remote candidates will also be considered.

Duties and Responsibilities

Grant Writing and Research
- Manage an assigned portfolio of funding partners, including from prospect research to ensuring high quality and timely submissions of grant applications and reports.
- Identify new funding partners (Foundation, Corporate, Individual) by conducting research, identifying funders that support similar issue areas, and actively building a prospect list.
- Assist the Executive Director with research for and production of proposals and materials.
- Work with CitySeed program staff to develop grant proposals related to particular projects and programs, including identifying metrics useful for grant applications and reporting.

Grant and Donor Management
- Maintain and update an annual grant calendar that ensures deadlines are met; meet with the Executive Director regularly to set strategy and roles for each opportunity.
- Maintain and update a comprehensive grant tracking system that tracks deadlines, award status, and other important details.
- Organize and maintain all donor files related to applications, reports, etc.
- Submit regular drawdowns and invoices to relevant government agencies.
- Support the Executive Director and Managing Director in the development of a Fundraising Pipeline for the annual budgeting process.

Donor Data Management
- Process all incoming gifts accurately, including checks, wire transfers, and online gifts.
- Manage all donor data entry and maintain data integrity in Little Greenlight (LGL) database.
- Build and maintain a variety of reports in LGL for various queries and uses.
- Ensure timely acknowledgement of institutional and individual donors.
- Prepare and finalize mailing lists for the Annual Appeal and other campaigns.

Communications and Campaigns
• Work with the Community Outreach Manager and Executive Director on content development and materials creation, including for campaigns such as the Annual Appeal and the Great Give.
• Ensure that donors and sponsors are appropriately recognized on all relevant public materials, such as press releases, social media posts, and webpages.
• Build out CitySeed’s sponsorship opportunities and recognition benefits across programs.
• Support the ED in the strategy and development of CitySeed’s first capital campaign to lay the foundation for the organization’s long-term growth.

Other
• Assist the Executive Director in preparing reports and materials for Board of Directors meetings.
• Support the ED and Accountant in pulling information for any necessary reporting, audits, etc.
• As CitySeed is a small operation, other duties may be assigned at the discretion of the ED.

Required Qualifications
• Familiarity with nonprofit organizations, particularly development, communications, and/or research related roles.
• Interest, enthusiasm, and affinity for fundraising and working with people.
• Strong written communications skills including: writing and editing, creating pitch decks, writing proposals, and crafting outreach materials.
• Ability to develop and manage budgets and prepare financial reports.
• Excellent interpersonal and stakeholder management skills, including: the ability to communicate clearly and effectively with colleagues, board members, donors and community partners; and the ability to build and establish new relationships.
• Ability to take initiative, prioritize activities and work independently and collaboratively.
• High level of discretion and an ethical approach to confidential information.
• Demonstrated comfort coordinating multiple deadlines and managing shifting priorities.
• Passion for food systems work and a commitment to racial and economic justice.

Desired Qualifications
• 3+ years of experience in nonprofit fundraising, such as capital campaigns, foundation and corporation solicitations, fundraising databases, communications and special events preferred.
• Demonstrated record of positive donor relationships, and the ability to establish new ones.
• Flexibility, maturity and a sense of humor.
• Knowledge of the New Haven food system and key issues related to: sustainable agriculture, economic development, community development, food justice, workforce development, immigrants and refugees, or the food industry.

Details:
• Start Date: On or before February 1, 2022
• Location: New Haven, CT. Ideally, the Development Associate would come to the office at least 1 day/week for Team Meetings, however alternate arrangements will be considered.
• This position is part-time at 20 hours/week and an hourly rate of $20/hour.
• Benefits include vacation and sick time, and a flexible work schedule.

To Apply: Please fill in your information and attach your resume, cover letter and a writing sample through this form. Applications will be reviewed on a rolling basis. CitySeed is an Equal Opportunity Employer and is committed to creating a diverse, equitable, and inclusive environment for all employees and our community.