



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

Job Overview

CitySeed is 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 position is currently part-time, approximately 20 hrs/week. Applicants who are residents/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.

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:

- Preferred Start Date: On or before November 1, 2022
- Location: New Haven, CT. CitySeed is currently a hybrid work environment with some in-person and some remote duties. Ideally, the Development Associate would come to the office at least 1 day/week for Team Meetings.
- This position is part-time at 20 hours/week. Salary is commensurate with experience, starting at \$20/hour.
- Benefits include vacation and sick time, professional development, flexible work schedule, and other benefits.

To Apply: Please email your resume and cover letter to Cortney Renton, cortney@cityseed.org with the subject line: “Development Associate Application.” 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.

About CitySeed: For more about CitySeed and our mission visit our website: www.cityseed.org