

# Development Manager (Events & Volunteers) Updated: 8/7/2022



<b>Job Title:</b>	Development Manager (Events & Volunteers)
<b>Status:</b>	Full-time
<b>Reports to:</b>	Director of Development
<b>Location:</b>	Main office in Wallingford, Seattle with hybrid remote work options
<b>Salary:</b>	\$50,000 - \$55,000 + Benefits

Tilth Alliance works in community with Washington farmers, gardeners and eaters to build a sustainable, healthy and equitable food future. For over 40 years, we've promoted and supported the adoption of organic, regenerative, sustainable growing practices by farmers and gardeners throughout Washington, worked to make the food produced by Washington farmers and gardeners more accessible and inspired people to enjoy growing, cooking, and eating food that is both good for them, for their communities, and for the environment. Education, collaboration, and advocacy are foundational to our work, and equity, inclusion and advancing a culture of anti-oppression are critical outcomes expected of all the work we do.

## Development Manager (Events & Volunteers)

A vibrant and outward facing role for someone who loves logistics, relishes being organized, thrives on teamwork, builds strong relationships, and enjoys the thrill of bringing people together to support the organization's mission. With approx. 1,000 volunteers giving their time a year and a calendar of special events, this is a critical role for Tilth Alliance. As part of a Development Team of five people, you will share significant support from the Development Coordinator.

Your calendar will include

- ❖ *Tilth Alliance's Edible Plant Sale* - our main annual fundraising event, held in May at Meridian Park, Wallingford. It includes an early bird event, donor reception, two-day public sale, and second chance sale. Volunteers are critical to the event's success. Our Natural Yard Care team manage plant ordering and are key partners in event design.
- ❖ *Farm Fest* – supporting our team at Rainier Beach Urban Farm and Wetlands and external partners to run this one-day, family-focused celebration held in September.
- ❖ *Annual Farmer's Conference* - logistics support for our Farm Program team. A three-day event in November, held in a different location in WA State each year.
- ❖ A new event being discussed, to be held at Rainier Beach Urban Farm and Wetlands and likely include early-season plant starts, a seed swap and education activities.
- ❖ Volunteer group work parties and appreciation events, often in partnership with our program teams.

## *Responsibilities Include:*

### Event Management

- Serve as a vision and thought partner, primary logistics coordinator, and point of contact for Tilth Alliance's special events.
- Work with the Director of Development to optimize event revenue to ensure goals are met, including: budgeting, sponsorship applications, soliciting in-kind donations and ongoing stewardship of secured or prospective local business sponsors.
- Facilitate event planning and debrief meetings with Tilth Alliance staff and other community partners, including archiving and organizing meeting notes and other event-specific documents.
- Plan and implement all logistical needs of events. Apply for licenses and permits from the city, county, and state. Ensure facilities, equipment, permitting, food, physical set-up, and breakdown meet event requirements and comply with required regulations.
- Work closely with the Communications Manager to conceptualize and budget for marketing tactics that promote Tilth Alliance's events. Together develop announcement timelines and determine event deliverables.
- Update/design event volunteer roles and work closely with the Development Coordinator to schedule and fill volunteer shifts, providing clear details about tasks required.
- Support the Development Coordinator in engaging Tilth Alliance staff in event support, mapping out responsibilities and scheduling shifts.
- Provide written training materials and facilitate live training sessions for event staff and volunteers.
- Use Salesforce, Tilth Alliance's donor management system, to document sponsorship appeals and track event progress toward financial, attendee, and other goals.

### Volunteer Management

- Build on, and innovate within, Tilth Alliance's volunteer program, bringing ambition and vision to ensure continuous improvement.
- Manage the logistics of the volunteer program, including recruitment, orientation, placement, tracking, communication, recognition, and evaluation of new and existing volunteer relationships. Delegate tasks appropriately to the Development Coordinator.
- Work with staff across the organization to understand program area needs for volunteers across the year and implement effective strategies to recruit for this, including liaising with the Development Manager (Donor Relations and Database) who leads on outreach tabling at community and business events.
- In conjunction with the Development Coordinator, ensure volunteer opportunities are well presented on the website, rosters are kept up to date, and program staff have the information they need to manage the volunteer sessions in their program.
- Steward all volunteers as a rich organizational resource, celebrate their vital role, and build on their knowledge and awareness of Tilth Alliance's work.

- Develop and execute onboarding systems to familiarize new volunteers with Tilth Alliance.
- Solicit and respond to requests for volunteer group work parties, with particular attention to building or deepening philanthropic and community partnerships.
- Work with the Communications Manager to develop material that expands knowledge of, and celebrates, the volunteer program with an eye to attracting new volunteers.
- In partnership with the Development Coordinator, maintain the volunteer-related portions of our constituent database (Salesforce) to track, report on, and communicate with volunteers regularly.

## Team and Organizational Collaboration

- Actively participates in Tilth Alliance's justice, equity, diversity and inclusion work, to ensure continual progress in being an anti-racist organization.
- Collaborates with all Development Team staff on creating, implementing, and managing goals and operating plans and takes an 'all hands on' approach to ensure team success.

## Desired Qualifications and Attributes

- 3 years experience in planning and coordinating events, ideally both small- and large-scale complex events or similar activities.
- Outstanding time management skills, including demonstrated ability to prioritize workload while managing concurrent, diverse projects, time-sensitive deadlines, and an extremely high level of attention to detail in a fast-paced, changing environment.
- Excellent interpersonal and communication skills, both written and verbal, and enthusiasm for working with diverse populations.
- Commitment to data integrity, with a data driven approach to inform and realize targets and continuous improvement.
- Self-directed and able to work independently, balanced with a demonstrated ability to work effectively in teams including providing high-quality service to a wide variety of internal Excellent understanding of the value of volunteers, and importance of stewarding them. Experience of volunteer management and coordination advantageous.
- and external constituents.
- Demonstrated ability to maintain a professional demeanor, including when under pressure and/or engaging problem-solving skills.
- Demonstrated administrative skills, including recordkeeping, reporting, and organizational skills. Proficient in MS Office applications.
- Able to transport self and supplies to off-site event locations.
- Ability and willingness to work occasional evenings and weekends per schedule needs.
- Ability to lift up to 25 pounds.

This is a full-time position that requires some evening and weekend work, with schedule adjustments.

## Benefits

This role is eligible for benefits including medical, dental, vision insurance; employee-funded Flexible Spending Account for qualified childcare, healthcare, and transportation expenses; paid vacation, sick and holiday time. It is based at the main office in Wallingford with flexible options for some remote work.

Tilth Alliance vacation policy allows for accrual of 15 days in Year 1 (and increases with service longevity). Rather than Tilth Alliance prescribing a standard list of holidays, each year an employee selects 10 dates they wish to designate as paid holidays – enabling them to celebrate personal, cultural, religious, or other significant events. A cross-staff committee regularly reviews organizational employment policies through an equity lens.

Employees are offered access to a wide range of Tilth Alliance classes for no charge, depending on availability.

## How To Apply

Please submit a letter of interest and resume in PDF or Word format outlining your experience with the requirements listed above and why you are interested in this position. Email all materials to [gaylesutherland@tilthalliance.org](mailto:gaylesutherland@tilthalliance.org) with the subject line "Development Manager Application." Applications will be reviewed as received and interviews will begin as needed. Position is open until filled.

*Tilth Alliance is proud to be an equal opportunity workplace dedicated to cultivating a diverse and inclusive work environment. We believe that diversity is essential to achieving our mission. Tilth Alliance is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. Women, people of color, and individuals from under-represented communities are strongly encouraged to apply.*