

Development Coordinator

Job Announcement

September 2024



Job Title: Development Coordinator

Status: Full-time

Reports To: Director of Development

Location: Seattle, hybrid

About Tilth Alliance

Tilth Alliance works in community with Washington farmers, gardeners and eaters to build a sustainable, healthy and equitable food future. Through our work we endeavor to promote and support the adoption of organic, regenerative, sustainable growing practices by farmers and gardeners throughout Washington; to make the food produced by these farmers and gardeners more accessible; and to inspire people to enjoy growing, cooking, and eating food that is both good for them, for their communities, and for the environment. The primary strategies we employ in this effort are advocacy, education and collaboration. Equity, inclusion and the promotion of a culture of anti-oppression are important outcomes expected of all the work we do.

Job Responsibilities

A fantastic opportunity for someone interested in building fundraising and marketing skills. The ideal candidate for this role will be tech savvy, a strong communicator and well-organized. At the core of the Development Team, you will gain valuable experience and exposure to different areas of work in a fun and fast-paced setting. Reporting to the Director of Development, your day-to-day work will be supporting the Marketing & Communications Manager and two Development Managers with your own distinct areas of responsibility.

Fundraising & Donor Relations (around 50%)

- Facilitate fundraising data entry and gift acknowledgment letters and emails, ensuring accurate development records are maintained
- Maintain reporting, dashboards and segmented mailing lists in our Salesforce database
- Maintain and updates regular communication with donors and members
- Lead monthly donor administration processes, such as membership renewal emails, and ensures monthly giving payments are accurately recorded
- Partner with the Development Manager (Donor Relations & Fundraising) to work with community and workplace partners on opportunities to table or share information about Tilth Alliance

- Partner with Development Manager and Director to continually evolve development systems and processes to improve donor engagement
- Manage and cultivate a small portfolio of individual and corporate donor relationships

Marketing (around 25%)

- Assist with the development, collation, and production of a series of regular e-newsletters, including those to farmers, class participants and donors
- Support the development of social media posts and other online content, as well as audience engagement
- Maintain Tilth Alliance's outreach collateral, ensuring a good range of marketing material is always available
- Provide graphic design support for the Marketing & Communications Manager, as skills allow or develop

Events & Volunteers (around 25%)

- Support event planning process for our Edible Plant Sales, Farm Fest and annual Tilth Conference and other activities, including event design input, contractor and vendor communication, and gathering/inventorying event supplies and signage
- Secure in-kind donations support for events such as volunteer booth refreshments, raffle prizes, etc.
- Is a key part of the on-the-day event team, including leading volunteers and interfacing with donors and community partners
- Maintain volunteer data in our Salesforce database, and supports other staff to achieve this, ensuring Tilth Alliance can accurately report the impact of volunteer support
- Support the Development Manager (Events & Volunteers) in the set up and delivery of group volunteer work parties and volunteer trainings/presentations

Team and Organizational Collaboration

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

Required Skills

- Excellent interpersonal and communication skills, both written and verbal, which transcend diverse audiences.
- Strong administrative skills, including recordkeeping, reporting, and organizational skills
- Demonstrated ability to work effectively in teams, as well as provide high-quality service to a wide variety of internal and external constituents
- Ability to maintain a professional demeanor, especially while working in a fast-paced environment of constant demands and frequent interruptions.

- Ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation, and positive reactions to change.
- Commitment to maintain confidentiality and a high degree of accuracy
- Experience using Mailchimp (or similar email marketing platform) and social media management
- Proficiency in Microsoft Office
- Some experience in Salesforce or other CRM systems, online giving platforms, or other fundraising technology desirable
- Proficiency with Adobe Creative Cloud applications and/or a desire to learn (Photoshop, InDesign, etc.) a plus

Desired Experience

At least 1 year of work experience; or combination of education and experience to successfully perform duties of the job.

Benefits & Compensation

This is a full-time position (40 hours/week) that requires occasional evening and weekend work. It is eligible for our benefits package that includes medical (80-85% employer paid), dental (95% employer paid), employee-funded Flexible Spending Account, 401k with employer match most years, 10 flexible holidays (employee-chosen), 12 accrued sick days per year, 3 weeks paid vacation in years 1 and 2, 4 weeks in years 3 and 4, and 6 weeks in years 5+, employee discounts and produce shares, no cost for Tilth Alliance classes/workshops/conference attendance, and annual professional development stipend.

Compensation is up to \$25.96 per hour (\$54,000/year) depending on experience.

In line with our commitment to equity practices, the salary for this position has been carefully determined to reflect market standards and internal equity considerations. We value the skills and expertise that each candidate brings to the table, and we believe that our non-negotiable salary approach fosters a level playing field for all applicants. This practice aligns with our core values of transparency and fairness.

To Apply

No phone calls please. Submit a letter of interest and resume outlining 1) your experience with the qualifications listed above and 2) why you are interested in this position. Email all materials to hr@tilthalliance.org with the subject "Development Coordinator Application"

This position is open until filled.

The job description does not constitute a written or implied contract of employment. Tilth Alliance reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of the minimum levels of knowledge, skill and experience required.

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.