

Job Title: Development Associate**Schedule:** Full Time - 40 hrs/week**Reports to:** Outreach Manager**Job Summary**

Land to Hand MT seeks a development professional to join our team. The direct responsibilities will include managing, maintaining, and growing our annual funding plan; overseeing donor stewardship; writing and managing grants; maintaining our donor database; and planning and leading fundraising activities and events. This role has potential for advancement to the management team and includes professional development opportunities.

Land to Hand MT

Land to Hand MT is a non-profit, community organization founded by families, farmers, and community leaders from around the Flathead Valley. The mission of Land to Hand MT is to build a strong community food system that fosters socially just ways of accessing food.

Our work is focused on Food Access and Education. To us, access to healthy, local food is vital for all members of our community. We know that food security means access by all people at all times to enough food for a healthy life. At a minimum, this includes the ready availability of nutritionally adequate and safe foods and the assured ability to acquire personally acceptable foods in a socially acceptable way. Our Food for All programs help alleviate the stress of affording fresh, local food and give community members the opportunity to control their food choices.

For us, education is a way of ensuring that all people in our community know how to grow, cook, and enjoy food. Education can be empowering and we want to ensure that our community has access to the knowledge and resources to live resilient lives. Our education programs provide education to all kids and adults to be a part of growing the next generation of cooks, gardeners, farmers, ranchers, seed savers, and eaters.

Land to Hand MT is committed to Diversity, Equity and Inclusion (DEI) in our work environment and our hiring practices. The Land to Hand DEI process is ongoing, and year-round. All staff participate in this process. We are committed to collaboratively creating workplace culture, physical spaces, policies, and programs that allow for the full participation of staff, board of directors, volunteers, and clients of all identities and abilities. To structure this work, we meet regularly, incorporate DEI in materials and processes, train all staff, and take concrete steps towards our DEI goals.

To Apply

Please review this entire job description, including page 2. We also recommend exploring our website to learn more about us: landtohandmt.org. Email a cover letter, resume, and three references with the subject line "Development Associate Position" to andrea@landtohandmt.org.

Land to Hand MT is an equal opportunity employer committed to equitable hiring practices and believes that many of the qualifications and skills listed below can be taught to the right candidate. If you are interested in the position and enthusiastic, but do not meet all of the qualifications, we would love for you to apply!

Locations & Hours

Whitefish office (311 1st Street); Columbia Falls office (540 4th Ave W)

Schedule is mainly Monday - Friday. Hours will vary due to the nature of this job. Events and activities will happen outside of regular business hours, occasionally on weekends.

Salary and Benefits

- \$50,000 - \$59,000/yr DOE
- Employer paid health insurance
- 80 hours of paid holidays
- 80 hours of paid sick time
- 80 hours of accrued paid vacation
- Paid office closures

Responsibilities

- Collaborate closely with Outreach Manager and Executive Director
- Implement and maintain a donor stewardship plan
- Implement, maintain and advance our annual funding plan
- Establish and maintain a sustainable fund development activities budget
- Write fundraising appeals and acknowledgement letters
- Plan and manage fundraising events and campaigns throughout the year in collaboration with Outreach Manager and Executive Director
 - Attend community events to represent L2H - sometimes outside of regular business hours
- Manage and grow Community Partnerships program
- Effectively use donor data to develop relationships and grow funds
- Oversee grants calendar including finding grant opportunities, crafting proposals, and managing grants
- Process donations, enter data in donor database
- Prepare monthly development report for board meetings
- Other duties as assigned

Preferred Skills & Qualifications

- Effective verbal and written communication skills and the ability to cultivate donors
- Strong analytical, interpersonal, and public speaking skills
- Ability to interact with the public in a professional and courteous manner
- Ability to be a spokesperson for the organization and be fluent in current program specifics (collaborate with other staff)
- Ability to work with a variety of ages and personalities while maintaining a positive, responsible attitude
- Ability to work independently as well as in a team with fellow staff
- Proficiency with Microsoft Office Suite, Google Workspace, Canva, Slack, and Zoom
- Interest in food systems, food security, nutrition, garden education, cooking and/or community health
- Strong work ethic
- Knowledge of granting software
- Experience with fund development activities (grant writing, donor development)