

JOB TITLE: Development Manager

SUMMARY:

Reporting to and in partnership with the Executive Director, the Development Manager will spearhead development efforts as Unity Gardens continues to grow. A new position in the organization, the Development Manager will have the opportunity to raise funds with the goal of organizational sustainability in addition to broadening development functions.

MISSION:

Unity Gardens is a local nonprofit in South Bend, Indiana with a mission to connect our community to healthy food, nature and one another, literally growing community. We do this by providing 40+ free-pick gardens throughout South Bend and the surrounding Michiana area to develop a sustainable local food system. Unlike traditional community gardens where people grow food for themselves, at Unity Gardens people gather to grow food that is accessible to everyone. Besides growing fresh food through sustainable agriculture methods, we provide nurturing green spaces, free education, and other community programming.

JOB DESCRIPTION:

- Develop and execute Unity Gardens' annual development plan
- Hit established fundraising goals
- Establish partnerships through networking with other community organizations, businesses and potential partners through attending gatherings, luncheons, summits, etc
- Find new sponsors for events, classes, and fundraisers
- Develop and maintain relationships with individual, corporate, and foundation donors
- Write grants for our programming, staffing, and in-kind donations
- Attend our events to maintain relationships with our community partners and donors and stay in touch with our mission at Unity Gardens
- Track data, proposals and reports for all grant, foundation and corporate funding
- Assist with marketing events and programs to general public and greater community
- Meet regularly with directors

SALARY:

- Starting salary of \$30,000/year with potential for growth dependent on money raised

WORK HOURS AND SETTING:

- Hybrid workplace with mostly virtual work
- Meet with directors regularly to coordinate and stay on task
- Attendance mandatory at certain networking and organizational events
- Flexible hours

PREFERRED SKILLS:

- Superb written, verbal and interpersonal communication skills.
- Exquisite time management and flexibility with job duties.
- Expertise with fundraising software and tools.
- Creative, self-starter attitude.
- Donor and volunteer service mentality.
- Organized and inspiring team player.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree Required, further education welcome
- Non-profit experience helpful

Please send application materials (resume, cover letter, and references) to katie@theunitygardens.org