Development Associate

The National Young Farmers Coalition (Young Farmers) represents, mobilizes, and engages young farmers to ensure their success. Since our founding in 2010, we have grown our grassroots network to over 200,000 individuals and partner organizations. We give young farmers tools to become leaders in their communities, building an effective political voice at the local, state, and national level. Together, we tackle the most critical structural and economic barriers that prevent motivated young people from starting and growing successful farm businesses—including access to affordable farmland, student debt, climate change, healthcare, racial inequities, and more. We have won historic investments in beginning farmer training, outreach to farmers of color, and farmland conservation. Our advocacy for a USDA Farm Service Agency microloan resulted in a loan program in every county that has served more than 30,000 farmers.

Young Farmers seeks a Development Associate to support the Development team in administering and managing fundraising processes. You will help steward our fundraising operations by maintaining the Development calendar, donation portal, donor database, and project management tools (Classy, Salesforce, and Asana). Your contributions to our direct fundraising will include supporting prospecting research and processes, engaging a portfolio of mid-level donors, and maintaining peer-to-peer campaigns. Finally, you will provide direct support to our team's fundraising efforts by logging all revenue and ensuring donor data is accurate, compiling organizational data for grant submissions and reports, creating templates, coordinating submissions, monitoring emails, and liaising with operations staff.

To skip a section that is not applicable to you please click the "next" button

Disclaimer: Part-time and full-time positions require legal authorization to work in the United States.

You will receive an email confirmation when your application has been submitted and no further action is needed. The team will reach out to you directly if your application is selected to move forward in the process. Email jobs@youngfarmers.org with any questions.

In alignment with our commitment to racial equity, the right candidate for this role will be excited at the challenge of adopting community-centered fundraising practices and developing systems for accompliceship and accountability.

Title: Development Associate
Salary: $57,680 plus benefits
Reports to: Associate Development Director
Status: Full Time
Location: Remote, U.S. Based Home Office– Applicants must be eligible to work in the U.S.
Start date: July 2024

Responsibilities:

Development Support (40%)

- Supports the Development Team in creating templates and initial drafts for grant proposals and reporting, and compiling data from campaigns teams.
- Supports the Development Team in compiling and submitting administrative data for external reports and platforms. (i.e. Guidestar profile)
- Support the prospecting process to research new funders and assign outreach tasks as directed.
- Provide administrative support to the Development team including scheduling meetings, helping prepare for meetings (including creating meeting briefing documents), updating salesforce with notes and interactions, drafting correspondence, and preparing documents.
- Supports fiscally sponsored chapters with their fundraising process, including coordinating grant submission support with the National Organizing team and assisting with chapter fundraising page logistics as needed.
- Monitors the donorsupport@youngfarmers.org email and directs inquiries as needed.
- Manages our donation platform, Classy, and coordinates with the Operations team and contractors for improvements and changes.
- Maintains development calendar and leads on communicating monthly development activities to staff.

Data and Grants Management (30%)
- Logs revenue including ACH and checks in Salesforce and processes acknowledgment letters, creates weekly contribution reports, and monthly revenue reports for milestone tracking.
- Generate customized lists for email engagement, mailings, and other outreach.
- Ensure the accuracy of data and performs routine data assessments and reporting for analysis and respond to inquiries from program staff.
- Inputs current and prospective grants and funder tasks and deliverables using salesforce and project management system (Asana) including grant information, reporting requirements, and funder engagement.

- Supports government grant reporting process (quarterly, annually) in coordination with the Grants Manager and program teams.

Individual Giving Support (18%)

- Support individual giving campaigns through drafting donor communications and direct donor engagement.
- Assist Associate Development Director in planning and execution of fundraising events and peer-to-peer individual giving campaigns.
- Maintains outreach, engagement, and stewardship of a portfolio of donors giving up to $1,000/year.
- Supports peer-to-peer giving outreach and engagement and oversees peer-to-peer fundraising pages.

Operations Liaisons (2%)
- Ensure appropriate use of all staff software on the team.
- Participate in quarterly Operations Liaisons meetings as a representative for the team.
- Submit and manage the status of operations support requests on behalf of your team.

General Staff Responsibilities (10%)
- Serve as a contributing team member who willingly supports organizational efforts in alignment with the strategic plan and models the organizational values.
- All staff admin: individually complete time cards and expense reports on time, attend weekly staff calls, supervisory meetings, team meetings, staff retreats, and other staff social spaces, and participate in providing feedback and implementation of annual processes.

Qualifications

This could be the right position for you if you can demonstrate the following:
- A commitment to social justice and the ability to apply your racial equity analysis and intersectional approach to fundraising processes and donor engagement.
- Ability to multi-task, prioritize, stay organized, and complete work within due dates.
- Ability to self-start and proactively manage routine job processes.
- Ability to support a team with fundraising administration and process-related tasks.
- Ability to work in collaboration with other teams.
- Experience using customer relationship management databases such as Salesforce.
- Experience with logging, compiling, and ensuring the accuracy of data.

The ideal candidate may also have:
- Experience providing fundraising process support to a non-profit organization.
- Experience working fully remotely.
- Ability to troubleshoot ad hoc technology-related issues.
- Experience with planning and/or executing peer-to-peer fundraising campaigns.

- Experience managing grants including government and foundation grants.
- Experience working on a farm or ranch and/or rooted in the agricultural community.
- Experience with donor outreach and engagement.
- Knowledge of community-centered fundraising principles.
- The ability to participate in fostering a warm and welcoming remote work environment that values honesty, creativity, humor, justice, and responsiveness.

Schedule and Compensation

- Regular full-time exempt employees work 40 hours per week including a one (1) hour paid lunch break each day.
- The current salary for this role is $57,680 in accordance with our [2024 Salary Guidelines](#).
- Young Farmers offers a competitive benefits package, health, vision and dental insurance, generous paid time off, paid sick days, personal days, paid family leave, and retirement matching.

How to Apply

Apply by 9am (ET) / 6am (PT) on May 28, 2024 using the form at www.youngfarmers.org/about/jobs/ to be considered for an interview. Applications without both a cover letter and resume will be considered incomplete.

The job post is not designed to cover or contain a comprehensive listing every activity, duty or responsibility that is required of the employee. Duties, responsibilities, and activities may change slightly or be added depending on the needs of the organization.