



Development Manager

Part-time hourly position

Location

San Francisco, CA

Reports to

Development Director

Compensation

\$35-40 / hour

Hours

10-20 hours per week

May include some nights and weekends

Application Deadline

February 9, 2024

Organization Description

Are you interested in joining a committed team that is passionate about changing the world, one meal at a time? Then you may find yourself at home at Farming Hope.

Our goal is to empower our Apprentices, to nourish our guests, and to inspire our community. This makes for a dynamic and fulfilling work experience. We are a small team where everyone is a problem-solver who can execute with ownership. For people with a love of food and who have a deep desire to make an impact, it's game-changing work in a fun and engaging space with a meaningful culture.

Farming Hope is a 501(c)(3) food justice nonprofit and culinary job training program. Our paid, transitional employment program helps adults transition to personal well-being while nourishing food-insecure neighbors and rescuing food from going to waste.

Our Apprentices are overcoming obstacles to employment as they seek to reenter the workforce. Some are justice impacted, housing insecure, in recovery, refugees, survivors of a crime, or long-term unemployed. We offer on-the-job training at our community food hub, Refettorio San Francisco.

We are a highly collaborative, community-based organization dedicated to making a difference. Our motto is, "We're all hungry to give back and belong." Learn more about our organization and impact at farminghope.org.

Job Overview

The Development Manager will support the Development Director and the Executive Co-Directors in fundraising efforts for Farming Hope. The ideal candidate will be a highly organized, self-motivated individual with experience in fundraising, strong written and verbal communications skills, and passion for food justice and social change.

There will be many opportunities for learning and growth. As a job training nonprofit, Farming Hope advances a culture of continual learning and professional development, emphasized by our participation in national networks and including the Catalyst Kitchens and REDF networks, as well as weekly check-ins and open access to colleagues and external mentors for coaching and support.

Scope of Work

Grants Management

The Development Manager will manage grants administration from inception to final reporting.

- Work closely with the Development Director to research grant opportunities and design outreach strategies.
- Work collaboratively with program leads to secure information required for grant proposals, LOIs, applications and reporting for applications.
- Support the preparation of grant reports and other funder communications to ensure accurate reporting to funders.
- Systematize and maintain grant reporting deliverables and invoicing schedules.
- Serve as liaison between Program Managers, finance team, and Development Director, coordinating information flow.

Development

The Development Manager will support the Development Director and Co-Executive Directors in individual fundraising efforts.

- Be the main point of contact for our Salesforce CRM.
- Manage Farming Hope's gift processing and coordinate with our finance team.
- Support individual giving stewardship through Farming Hope's giving circle, Harvest Club.
- Working alongside the Development Director to support the planning and execution of all donor communications including thank yous, newsletters, event invitations, annual reports, and other donor updates.

Candidate Qualifications

- *Motivated self-starter:* We are a small organization with a big impact, and we need staff who can anticipate and be proactive problem solvers. We are all accountable for our goals, and have a willingness to learn and grow together.
- *Storyteller:* This role is crucial to sharing Farming Hope's story and impact. We need a candidate with compelling written and verbal communication skills across a broad range of mediums.
- *Systems thinker:* This role requires someone with clear organizational skills who can manage processes and deadlines. We need a candidate who can get into the weeds and also pull back to see the big picture.
- *Experience:* Experience in nonprofit development is preferred, but we see this role as a great opportunity for someone who understands nonprofits, is passionate about food justice, and is willing to learn.

Additional preferred qualifications:

- Grants management experience
- Project management experience
- Donor CRM experience
- Lived experience of barriers to employment

To Apply

Send your resume and a cover letter as PDF files to [hiring@farminghope.org](mailto: hiring@farminghope.org).

Farming Hope is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religious creed, color, age, sex, gender, sexual orientation, gender identity, national origin, religion, marital status, medical condition as defined under State law, disability, military service,

pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances.

At Farming Hope we have a clear vision to be a place where a diverse mix of talented people are able to learn, teach, and grow. Diversity is more than a commitment at Farming Hope—it is necessary to advance equity and inclusion for the Apprentices in our training program and our guests in the community.

farminghope.org