

## **Development Coordinator**

Do you love local food? Do you regularly visit your local farmer's market? Are you passionate about making a positive impact on people and the planet? **Cultivate Kansas City** is a non-profit with a mission to grow food, farms and community in support of a sustainable and healthy and local food system for all.

The Development Coordinator will primarily be responsible for database management and donor research. Additionally, this position will play a role in event planning and will be responsible for several Development operational tasks. This individual will be crucial in the management of consistent best practices within the Development Department of Cultivate KC.

### **Specific responsibilities include:**

#### Database Management:

- Manage the donor database via Salesforce.
- Oversee gift management, including gift entry, acknowledgements, pledge reminders and tax statements.
- Develop mailing lists for email and direct mail campaigns, events and newsletters with accuracy.
- Develop and maintain donor segments to ensure all campaigns are distributed appropriately.
- Regular database cleanup to update addresses and reflect any changes to donor profile.
- Analyze and report on fundraising activities to improve success.

#### Donor Research:

- Conduct detailed research on individuals, corporations and foundations that are current or potential donors to Cultivate Kansas City.
- Develop conclusions and make recommendations based on findings to Development Team.
- Develop and evaluate portfolios on current donors and future prospects.
- Build, evaluate, maintain and rate a qualified pool of prospects using wealth screening data and research tools.
- Evaluate reports, which track the progress of each major gift prospect.

#### Development Operations:

- Direct mail campaign management. Includes working with the USPS to obtain non-profit postage rates and managing volunteers that assist with the processing of large mailings.
- Work collaboratively with Development Team to create and implement fund development strategies that align with Cultivate KC's strategic plan to diversify revenue streams.
- Support the Development Team in planning and executing special events, including Cultivate KC's signature event, Dig In.
- Assist with grant reports as needed.
- Work collaboratively with Finance and Program staff to gather information to ensure accuracy in reporting and budgets.
- Perform additional responsibilities as assigned.

Volunteer Coordination:

- Assist the Public Education Coordinator with volunteer coordination and group volunteer events as necessary.

Qualifications:

- Bachelor's degree, or experience equivalent, in a related field.
- 1-3 years of experience in non-profit administration/development, sales, database management, or other related field.
- Experience using Salesforce or other CRM database required.
- Excellent research and computer skills are a must.
- Must be highly organized and demonstrate strong attention to detail.
- Experience assisting with planning, organizing and executing events a plus.
- Must be able to prioritize and execute several tasks simultaneously.
- Must be self-motivated and disciplined to achieve goals. High energy and enthusiasm, coupled with strong work ethic and ability to work effectively under pressure.
- Work effectively with staff and volunteers.

This is a full time position, reporting to the Development Manager. Entering our thirteenth year of operations, Cultivate Kansas City has seen significant programmatic and fundraising growth. Cultivate KC serves hundreds of diverse farmers and thousands of food citizens throughout the entire Kansas City metro area.

Cover letter, resume and salary requirements should be submitted to Sarah Jordan at [resume@cultivatekc.org](mailto:resume@cultivatekc.org).