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| <b>Position:</b>   | Director of Development and Communications  |
| <b>Reports to:</b> | Executive Director  |
| <b>FLSA:</b>       | Exempt  |
| <b>Hours:</b>      | Full-time, 40 hours per week<br>Mon-Fri, occasional evening or weekend work, as needed  |
| <b>Rate:</b>       | \$65,000-\$70,000 annually, based on experience; health benefits package includes medical, dental, vision, life and long-term disability insurance; PTO/vacation; and holidays. |

### Position Summary:

This position is responsible for raising funds and mobilizing public support for a healthy, local food system. The Director of Development and Communications works in collaboration with the Executive Director, the leadership team, the Board of Directors and our staff to accomplish the goals of the organization.

### Essential Functions & Responsibilities

#### Leadership Responsibilities

- Work closely with the Executive Director (ED), Director of Finance & Administration, and the Board of Directors to chart the organization's future growth and strategic decisions.
- Serve on the staff Leadership Team (Directors Team) which provides analysis and develops actions on key issues, makes recommendations and provides reports to the Board of Directors, and supports the Executive Director on high level policies, issues, and concerns as needed.
- Lead the development and communications team in planning, implementation, and evaluation of fundraising and communications activities. The team includes two direct reports (the Development Manager and the Communications Manager), the Administrative Assistant & Accountant I position, whose responsibilities include various communications and grant activities, the Executive Director, and occasional short-term interns.
- Recruit, train, and engage volunteers for the annual Dig In! fundraising event committee and the Development and Communications Committee, and any other short-term committees involved in fundraising. Provide staff leadership and support to maximize committee effectiveness and productivity.
- Participate in other organizational committees as assigned/ volunteered for.

#### Development Responsibilities

- Lead the design and execution of development plans on an annual basis in partnership with the staff and leadership teams.
- Identify, cultivate, and deliver significant gifts from a diverse base of supporters (corporations, foundations, individuals, government) working in collaboration with the ED and Board.
- Lead on development and management of our annual Dig In! fundraising event.
- Communicate regularly on progress towards goals and work with the ED, the Director of Finance and Administration, the staff, and the Board of Directors to ensure revenue and fundraising targets are met.

#### Communications & Public Engagement Responsibilities

Under the supervision of the Director of Development, the development and communications team are responsible for:

- quarterly newsletters and as-needed email updates;

- website and social media account management;
- general phone and email inquiries, including media requests; and
- design work and event management for development-driven events.

The work is primarily performed by the Communications Manager, with support from the Administrative Assistant & Accountant I. Design and event management are often supported through volunteer labor or independent contracts.

This position supervises the Development Manager, Communications Manager, interns, pro bono and paid development/communications contractors.

### Placement Criteria

The ideal candidate for this position will have:

- 5 years of relevant experience in fundraising, development, sales, or non-profit administration;
- A proven track record of raising funds from a variety of sources including but not limited to individual giving, corporate giving, sponsorships, and grants with an emphasis on soliciting annual and mid-level individual giving;
- Exceptional interpersonal skills, with an emphasis on building relationships;
- Experience developing and implementing strategy;
- Knowledge of donor database software (Salesforce preferred);
- The ability to consistently meet deadlines and motivate others to do so in a collaborative environment; and
- A high-level attention to detail.

While not required, we would prefer a candidate who also has:

- A bachelor's degree or equivalent education;
- Familiarity with charitable giving in the Kansas City region; and
- Familiarity with Kansas City's food system, or the desire to learn.

### Physical Demands

Must be able to work well with others and demonstrate effective listening; job will require both independent work and working with groups.

### Work Location

This is a remote position, although meetings will frequently need to take place in Kansas City. Cultivate KC maintains office space at the Westport Commons Plexpod at 300 E. 39<sup>th</sup> St, Kansas City, MO 64111 and at the Juniper Gardens Housing Authority site at 1979 N. 2<sup>nd</sup> St., Kansas City, KS 66101. Both spaces can be used to complete work tasks.

### Workplace Culture

At Cultivate KC, we:

- Collaborate,
- Care for each other, our work, and our community,
- Promote a healthy balance between our work and our personal lives,



## Director of Development and Communications

- Are adaptive, creative, open to learning,
- Take time for organizational self-reflection,
- Practice transparency with each other and with those we serve,
- Agree that food systems work should be fun and bring joy to ourselves and our communities.

### To Apply

Please send 1) a cover letter indicating your interest in working with Cultivate KC and the experience you bring to the position 2) a relevant writing sample (examples: grant narrative, annual report, solicitation letter, etc.) and 3) your resume to [jobs@cultivatekc.org](mailto:jobs@cultivatekc.org).

### Timeline

We hope to offer the position by June of 2023.