

Development Director

JOB SUMMARY

The Development Director is a full-time, exempt, salaried position responsible for leading Carolina Farm Stewardship Association's (CFSA) fundraising and donor development, with a primary emphasis on securing and increasing unrestricted funding to strengthen organizational infrastructure and programs. The Development Director will design and implement a comprehensive plan cultivating individual and philanthropic support to increase CFSA's fundraising related revenue by 40 percent by 2025. As a key Leadership Team member, the Development Director is an active participant in making strategic decisions affecting the organization. The ideal candidate will have previous success in a wide range of fundraising strategies, including annual giving, sponsorships, foundation grants, special events, and donor relations; and strong knowledge of relevant funding sources and trends to position CFSA ahead of major funding changes or trends.

The Development Director reports to the Associate Executive Director for Programs and supervises the Development Coordinator(s), contractors, and volunteers. This position will require substantial travel throughout the Carolinas and the ability to work a flexible schedule that includes some nights and weekends. Preference is for the position to be based at CFSA's headquarters office in Pittsboro, NC, but candidates working remotely from other locations in the Carolinas will be considered.

ABOUT CFSA

CFSA is a 42-year-old member-based 501(c)(3) non-profit organization whose mission is to advocate, educate, and build connections to create sustainable food systems in the Carolinas centered on local and organic agriculture. We affirm that racial equity is a core tenet of CFSA's outlook, and we are committed to serving and reflecting the diverse stakeholders in the Carolinas' food system. To learn more about CFSA, please read our [Strategic Plan](#) and [Statement on Racial Equity, Diversity, & Inclusion](#).

JOB RESPONSIBILITIES

DEVELOPMENT (80%)

- Oversee development and implementation of a 2-3-year comprehensive organizational development plan (including goals, objectives, assignments, timelines, accountability measures, etc.) and annual fundraising plans that secure funding for operational sustainability.
- Grow CFSA's funder base and identify and engage new donors and volunteer leaders.
- Strengthen CFSA's development capability, including major gifts, fundraising campaigns, special events, workplace giving, corporate and foundation relations, planned giving, direct mail, email, phone solicitation, and stewardship.
- Develop annual fundraising budgets, prepare and monitor revenue projections, progress reports, and long-range forecasts.
- Identify, cultivate, and retain donors, and serve as an external face for CFSA in engaging and stewarding donors and stakeholders.
- Engage, motivate, and enhance the capabilities of the board of directors, CFSA staff, and other volunteer leaders in soliciting funds, including working with the Board Fundraising Committee chair to set goals for the board and provide board members with the materials and information necessary to be successful in achieving said goals.
- Manage all logistics and promotion of fundraising events and activities.

- Manage all fundraising aspects of the CFSA website.
- Work with communications, education, and membership staff to develop and implement strategies that increase CFSA membership, donations, and engagement in CFSA programs and events.
- Direct corporate sponsorship- and exhibitor-solicitation efforts for CFSA's annual Sustainable Agriculture Conference and Organic Commodities and Livestock Conference, including stewardship of existing corporate partners and identification and recruitment of new corporate supporters, and drafting and presenting proposals for longer-term partnerships.
- Direct fundraising efforts in support of CFSA's Lomax Research and Education Farm in Concord, NC, including local government support, corporate support and sponsorships, individual donations, foundation support, and events.
- Collaborate with other staff on proposals to foundations, including, but not limited to, researching and identifying prospective grants, meeting with program officers, writing outlines/full proposals, editing proposals, and engaging in post-award communications and funder acknowledgement.
- Work with membership and communications staff to expand and deepen our donor base and member relationships, including membership programs and campaigns; and effectively manage CFSA's membership and donor database, including communications tools, donations, and services to members such as renewals, event registrations, and subscriptions.
- Partner with community groups and business supporters when CFSA is identified as a beneficiary for fundraisers.

GENERAL ADMINISTRATION (20%)

- Financial and programmatic monitoring and reporting for CFSA's fundraising staff to ensure compliance and work plan and budget adherence.
- Oversee purchasing in accordance with the approved budget, maintain account and transaction records needed for program implementation, and ensure compliance with CFSA expenditure control protocols.
- Ensure compliance with and enforcement of grant and contract agreements between CFSA and philanthropic funders.
- Supervision and coaching of development staff, including annual performance reviews, and progressive discipline as necessary.

PREFERED QUALIFICATIONS

- At least seven years leadership experience in implementing and managing nonprofit fund development initiatives with a proven track record of success.
- Supervisory experience (minimum of 2 years).
- Demonstrated success expanding, cultivating, and managing existing donor relationships and forging relationships with donors, prospects, volunteers. Major gift success is desirable.
- Experience with Salesforce for donor management.
- Experience developing successful funding proposals.
- Experience with a wide variety of development initiatives such as annual fund management, workplace giving, corporate and foundation relations, planned giving, direct mail, email, phone solicitation, and web-based peer-to-peer giving campaigns, and special events.
- Proven track record of achieving ambitious revenue targets in a highly competitive environment.



- Knowledge of fundraising principles and best practices, and a sound general vision of how a comprehensive fund development plan should work within an organization's mission and capacity.
- Passion for promoting and supporting sustainable agriculture and local food systems.
- Excellent communication and interpersonal skills (verbal, written, oral, and listening) and ability to work effectively with a diverse set of stakeholders.
- Exceptional planning and organizational skills with strong attention to detail and ability to delegate and follow-up on responsibilities.
- Proven ability to prioritize, plan, and meet deadlines consistently, and comfort with accountability and performance-based metrics.

Expected salary range is \$55,000 - \$70,000, commensurate with experience. CFSA provides vacation, retirement, and health insurance benefits.

CFSA is an equal opportunity employer and is committed to building a diverse staff that honors the agricultural contributions of many cultures. People of color, LGBTQ+ people, and other individuals from diverse backgrounds are encouraged to apply. CFSA is committed to providing employees with a work environment free of discrimination and harassment. All employment decisions at CFSA are based on business needs, job requirements and individual qualifications. CFSA does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex (including pregnancy, gender, gender identity, gender expression, and sexual orientation), religious creed, disability, medical condition, genetic information, age, marital status, or military or veteran status.

To apply, please submit a resume, list of professional references, a cover letter explaining how your skills and experience will enable you to be successful in this position, and a writing sample demonstrating effective solicitation and communication skills. Applications should be submitted as a single .pdf saved as your first and last name. Send the document to apply@carolinafarmstewards.org with "Development Director" in the subject line. You will receive an electronic confirmation of your email submission. No phone calls, please. The position will remain open until filled.