Greener Partners' Development and Communications Associate

Position title: Development and Communications Associate
Reports to: Development Director
Salary range: $42,000-$45,000
Start date: November 2022

ABOUT GREENER PARTNERS: We believe everyone has a right to healthy food. Since 2008, we have worked to remove barriers to healthy eating through urban farming, equitable fresh food access, and discovery-based learning. We partner with schools, hospitals, and community organizations to develop sustainable fresh food resources. Our staff and Board engage in ongoing work to realize our vision of being an inclusive, diverse, and equitable organization that is reflective of our partnerships. Our approach to learning and growing honors diverse culinary, agricultural, and cultural histories. We are committed to disrupting racist systems and practices both within ourselves, our organization, and through the work we do in collaboration with others.

POSITION SUMMARY: Greener Partners seeks a 40 hr/week entry level Development and Communications Associate to assist with the communications and development functions of the organization. This position will report to the Development Director and will also work closely with the Director of Operations and the Directors of School and Community Partnerships. The position is based in the Philadelphia region and requires program visits and on-site meetings.

Job responsibilities include:

Development Responsibilities (60%):
- Donor Relations (20%):
  - Gift entry and acknowledgement letter generation in Network for Good
  - Create donor cultivation material
  - Assist Development Director with donor stewardship through targeted outreach
  - Occasional attendance at programs to assist with program promotion, collateral development, etc.
  - Support Special campaigns (i.e. Capacity Building Campaign) through collateral development, reports, donor database entries
  - Collaborate with Development Director in all aspects of creating and executing a successful Annual Fund campaign, including year-end campaign

- Cultivation Events (20%):
  - General support and participation in event planning meetings
  - Assist with event communications
  - Assist with Corporate Sponsorship correspondence and data entry
  - Work with planning committee to oversee quality event execution
  - Oversee contracts with venue host and event vendors
Assist with follow-up communications with donors

- Grants and Foundation relations (20%):
  - Oversee and update grant submissions calendar
  - Monitor and track grant reporting and all deadlines
  - Assist in obtaining key metrics for grant applications and reports
  - Organize and maintain key organizational documents that are required for grants

Communications Responsibilities (35%):

- Twice-monthly newsletters (10%):
  - Assist with generating twice-monthly newsletters using Network for Good
- Website updates (5%):
  - Assist with regular website content updates
  - Assist with website updates for special programs and events
- Social Media (15%):
  - Work with the Greener Partners’ team to develop engaging and compelling content
  - Work with the Greener Partners’ team to maintain unified brand voice across social media channels
  - Ensure adherence to the social media calendar
  - Monitor social media channels for industry trends
  - Review analytics and create reports on key metrics
- Complete monthly Programs Report calls with Program Staff to capture mission stories/mission moments (5%)

Other duties, as assigned (5%), include:

- Participation in staff meetings and special staff sessions and ad-hoc groups
- Participation in Development and Communications & Events Board Committees
- Note taking at quarterly Board meetings

Qualifications

- Bachelor’s degree or equivalent education or experience
- Strong oral communication skills
- Strong writing skills with the ability to tell an organization’s mission in a compelling and relevant way
- Familiarity with or willingness to learn collateral design in Canva
- Familiarity with or willingness to learn donor database management on Network for Good
- Familiarity with or willingness to learn Wordpress website management
- Proactive approach and flexible thinking
- Able to work independently and as part of a highly-collaborative team
- Able to work both on site (and occasionally from home) in the Philadelphia area.

Please submit a current resume and cover letter explaining your interest in the position and why you will be a great fit to meg.maccurtin@greenerpartners.org

Applications will be accepted on a rolling basis until the position is filled. We will begin one-hour zoom interviews in late October. Finalists will be invited to a second-round one-hour in person interview. We would like the selected candidate to start in December.
Greener Partners is an equal opportunity employer committed to providing a safe and supportive work environment for employees. We welcome people with disabilities, queer folks, people of all racial identities, gender identities, and all religious, generational, economic, and educational backgrounds to apply.