

High Desert Food & Farm Alliance



Job Title:	Partnerships & Development Director
Location:	Central Oregon
Job Type:	Part-time (0.50 FTE), Exempt
Compensation:	\$33,280 - 34,320 salaried (equivalent of \$32-\$33/hour)
Due Date:	February 15, 2023
Interview Dates:	Week of February 30, 2023
Start Date:	April 1, 2023

About HDEFFA

The High Desert Food and Farm Alliance (HDEFFA) is a non-profit whose mission is to support a healthy and thriving food and farm network in Central Oregon through education, collaboration and inclusion. We believe that everyone deserves good food. We define good food as affordable, nutritious and culturally appropriate food that is easily accessible and sustainably produced in Central Oregon.

We recognize that not all Central Oregonians have the same access to this food and are committed to improving equitable access for all through our programs. Our High Desert Food & Farm Directory is available to every resident online and in a phone app, called Get a Taste, and in print version, which is distributed to 25,000 households and over 150 businesses through The Source. Our current food access programs (Grow & Give, Fresh Harvest Kits, and Supported CSA) improve access to and education about eating good food from local producers and are available to Central Oregonians experiencing food insecurity. Our Agricultural Support program improves the vitality of small to mid-sized family farms in Central Oregon.

We also believe that individuals participating in our programs and community members interested in improving food security and farm and ranch viability should have the opportunity to provide feedback and become leaders in our work. With these values in mind, we invite community members to participate in our Agricultural and Food Security Advisory Committees and/or the board of directors to help inform our current work, and to build the leadership capacity for the future of farming, ranching, and food access in Central Oregon.

Responsibilities and functions

The HDEFFA Partnerships & Development Director is responsible for overseeing all elements of HDEFFA's fundraising initiatives and manages the development program, including sponsorships.

Essential Position Duties

- Lead creation of annual fundraising goals and campaigns to support the strategic and programmatic goals of the organization, including strategic revenue growth.
- Provide oversight and direction of development activities, including foundation and federal grants, corporate and individual giving, endowments, and other fundraising activities.
- Support and maintain the overall development of organizational partnerships and external relationships.
- Manage and improve donor database (Little Green Light) to report on progress towards

revenue goals as well as prospect and stewardship tracking.

- Oversee pledges and revenue recognition for the organization.
- Provide strategic insight and/or oversight of HDFFA materials and marketing collateral.
- Monitor and regularly report on the progress of the development program.
- Liaise with the Board and supports relationship building and fundraising efforts.
- Supervise development staff as needed.

Foundations, Grants & Sponsorships

- Maintain relationships with existing Foundations
- Manage and grow corporate sponsor relationships, opportunities, and other appeals.
- Research and develop opportunities for grant funding.
- Coordinate and help to develop grant proposals, including budgets, submittal and reporting in coordination with ED and Program Director.

Individual Donors

- Design and implement individual and recurring donor (Field of Givers) programs to expand current donor base, increase level of giving, and re-engage lapsed donors by implementing fundraising appeals, planned giving, and other campaigns.
- Provide oversight of donor acknowledgements, letters and recognition.
- Cultivate and solicit major donors in coordination with Executive Director and Board members.

Fundraising

- Provide strategy and oversight in the design and production of fundraising events.

Required Qualifications:

A minimum of 5-7 years of philanthropic development experience illustrating a successful history in raising funds. Familiarity with issues and challenges in food systems and passion for HOFFA's mission. A proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity, equity and inclusion.

Additional Qualifications:

- Outstanding communication (written, oral and interpersonal) skills and comfortable with public speaking
- Exceptional planning and organization skills
- Be independently motivated, proactive and efficient
- Maintain confidentiality and a professional demeanor
- Exhibit a positive attitude and have proven ability to work effectively as part of a collaborative team
- Understanding of food systems and food security
- Proficiency with common software applications, and customer relationship management (CRM) databases (Little Green Light experience strongly preferred)
- Familiarity with G-Suite, Microsoft Office, and Adobe InDesign and/or willingness to learn.
- Work with a close-knit team that enjoys and fosters a collaborative environment
- Ability to work remotely, as needed
- Ability to work occasional weekends and evenings

Compensation, Benefits and Time Commitment

This is a part-time position, equivalent to 20 hours per week; evening and weekend hours will occur in peak season. In this position there may be an opportunity for growth, dependent upon desire and funding. The position is primarily based in our Bend office, with remote work, and travel throughout the region. A personal vehicle is required and travel will be reimbursed at a set non-profit rate. A valid Oregon driver's license is required within 30 days of hire.

The current compensation range for this position at HDFFA is salaried at \$33,280 - 34,320 salaried (equivalent to \$32-\$33/hour). Applicants should expect the starting rate at the base level or slightly higher with existing experience, and the opportunity for merit-based pay increases and annual cost of living adjustments.

Benefits include:

- Paid vacation, sick and 9 holidays (five set and four floating)
- Fully vested SIMPLE IRA contribution of 2%
- Annual cost of living increase
- Flexibility in your work schedule
- Annual professional development stipend
- Connections across the private and nonprofit sectors
- Amazing team to work with!

HDFFA is an Equal Opportunity Employer that abides by federal and state laws that prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation or national origin; or their status as protected veterans or individuals with disabilities.