

TITLE: Development Associate

LOCATION: Remote

WAGE: hourly, non-exempt at \$20-\$25/hour DOE

ORGANIZATION BACKGROUND

The Biodynamic Demeter Alliance is a newly formed national organization focused on biodynamic agriculture and food systems in the United States. The organization is the result of a thoughtful unification and expansion process to merge the two strongest and most visible organizations within the movement: the Biodynamic Association and Demeter USA. The combined organization offers a cohesive, networked association that can facilitate the practical growth and maturation needed to implement systemic change in the US food system and the marketplace at large.

The Alliance works to advance the knowledge and growth of biodynamic practices, principles, research, markets, and certification in support of healthier landscapes, farms, and people, and improved economic, spiritual, and social wellbeing. Biodynamic agriculture holds the key to solving many of the issues facing our world today -- from climate change to water scarcity, social injustice and the social-emotional well-being of people and communities. By incorporating diversity, equity, inclusion, and justice practices as keystones, the Alliance works alongside all farmers, food entrepreneurs, and enthusiasts that share the goal of growing resilient, equitable, inclusive, and just food economies and systems. As an early-stage organization, our website is still in development but information can be found at www.biodynamicdemeteralliance.org.

The Development & Communications Department is responsible for building the organization's fundraising capacity, including major gifts, grants, brand sponsorships, and our membership program while inspiring participation in the movement and expanding our audience. The department is also responsible for establishing new relationships in the community to cultivate donors and strategic partners across the biodynamic and regenerative agriculture movements.

JOB SUMMARY

We are searching for a talented and professional Development Associate to join our team. This role will help to maximize the efficiency and efficacy of our diverse fundraising streams, and will work in close partnership with the Development Director and the Executive Director to assist with cultivating donors and increasing our fundraising capacity in support of the organization's three spheres and their programs. This is a fully remote position across multiple timezones. Must have own computer, cellphone, and broadband internet.

HOW YOU WILL SPEND YOUR TIME

Major Donors & Foundations

- Assist with building out and maintaining our donor portfolio.

- Coordinate outreach strategy and cultivation cycle to ensure donors are connected to and remain engaged with the mission and vision.
- Provide donation receipts and thank you letters on a timely basis.
- Assist with coordinating donor engagement events.

Grants & Online Giving Platforms

- Assist with grantseeking, including researching and prospecting opportunities, maintaining the grant-cycle calendar, and gathering info for proposals and reports.
- Assist with prospecting, establishing, and maintaining the Alliance's profile in online giving platforms.

Sponsors & Partners

- Assist with identifying and cultivating prospective corporate and foundation donors
- Process all partnership inquiries.
- Draft and coordinate MOU's and contracts.
- Assist with deliverables.

Appeals & Reporting

- Facilitate Annual Appeal, including contact lists, printing, mailing, and results data.
- Assist with online appeals and membership drives.
- Assist with content and execution of Annual Reports and Impact Reports to provide return-on-investment data to our constituents.

Administrative Assistance

- Assist with preparation for and facilitation of Fundraising Committee meetings.
- Track fundraising data and outcomes.
- Provide communication, support, and customer service by managing general-inquiry calls and and info email account.
- Develop and maintain process and strategy documents related to areas of responsibility.
- Prospect and coordinate networking and speaking engagement opportunities.
- Support Membership program through donor management and engagement.

WHO YOU ARE

As a successful candidate, you are committed to elevating, amplifying and activating the biodynamic movement, and you and are excited to contribute positively to our inclusive work culture. You have a background in fundraising and administration, experience developing and fine tuning an organization's donor cultivation cycle, and an interest in engaging individual, corporate, and foundation donors. You are organized, detail-oriented, and an innovative self-starter, and you excel at tracking your projects and at communicating both your ideas and your questions. You are excited about helping to build relationships in the community and you are passionate about getting people involved with our mission and the Biodynamic Movement.

WHAT YOU BRING TO THE TABLE

- A passion for the planet and its people.
- (3-5) years of work experience in fundraising, ideally in a field connected to sustainability, environmental issues, agriculture and/or social justice.
- Ability to thrive in a remote work environment while working effectively as part of a remote team.
- Proficiency in Microsoft Office suite and Google Drive, working knowledge of Asana (or other project management platform) and CiviCRM (or other customer relations management tool).
- Ability to manage multiple projects simultaneously in an efficient and resourceful manner.
- Ability to manage processes performed by others (including leadership) by being proactive about communicating deadlines, monitoring progress, and providing reminders when helpful.
- A mind for systems and strategy with a strong sense for prioritization, organization and follow through.
- Ability to effectively research, identify, and evaluate grant opportunities.
- Excellent writing and communication skills.
- Proficiency in adapting to new software and communications tools.
- The ability to work collaboratively across departments, as well as to self-start and work independently.
- Outstanding judgment, discretion and decision-making skills.
- An openness to feedback, the willingness to take on challenges with an ambition to grow and learn, and the ability to quickly provide alternative solutions/ideas
- The ability to adapt to changing and shifting requirements quickly in a fast-paced, multicultural environment.
- An interest in biodynamics and/or regenerative agriculture.
- A strong understanding of diversity, equity, and inclusion, the ability to centralize DEI in your work, and a willingness to continually explore new perspectives.
- Knowledge or experience with biodynamics and/or regenerative agriculture is a plus.

The Biodynamic Demeter Alliance values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. The Alliance is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

The Biodynamic Demeter Alliance is an Equal Opportunity Employer

This is a full-time hourly, non-exempt position with health insurance benefits, paid holidays, and unlimited PTO based on FTE. Reports to the Development Director.

To apply, please submit your cover letter and resume through our [Application Google Form](#). We will respond to applications after July 20.