

## **Position Description: Grants and Development Associate**

### **Now Hiring: Grants and Development Associate at EarthDance Farm**

EarthDance Organic Farm School is seeking applicants for the AmeriCorps position of Grants and Development Assistant. The successful candidate for this position will build EarthDance's capacity through the exploration of available funding resources, the collaborative execution of a fund development plan, and the co-creation of grant proposals. The Grants and Development Associate will work closely with other development staff and the Managing Director to build a strong foundation of support for EarthDance to continue to its mission.

The position will begin as early as late July, pending selection of the right candidate. AmeriCorps positions entail a 12-month commitment, but may become a full-time permanent position pending funding and organizational need.

**Organization:** EarthDance

**Mission:** EarthDance sustainably grows food, farmers, and community, one small farm at a time, through hands-on education and delicious experiences.

**Position:** Grants and Development Assistant

**Location:** EarthDance Organic Farm School, 233 S. Dade Ave, Ferguson, MO 63135

**Hours:** 40 hours/week

#### **Job Description Summary:**

EarthDance is seeking a self-motivated and resourceful individual with excellent written and verbal communication, organizational, and interpersonal skills to serve as our Grants and Development Assistant. The highly qualified candidate will possess an understanding of the good food movement, research skills, and attention to detail.

#### **The Grants and Development Assistant will:**

- Research, apply for, and obtain grant funding for EarthDance programs and operations
- Complete grant reports
- Assist with the execution of the organization's annual fund development plan
- Assist with the planning and execution of Farmers Formal, EarthDance's major annual fundraising event and other fundraising events and opportunities
- Secure both cash and in-kind donations for farm and office

#### **Requirements:**

- Demonstrated strong time management and organizational skills
- Professional, friendly, and enthusiastic personality
- Strong persuasive writing skills
- Experience working independently and in a team environment with successful outcomes
- Ability to work effectively in a demanding, high-energy environment and manage multiple priorities, while maintaining a sense of humor

**Desired Qualifications:**

- Passion for the good food (sustainable agriculture + food justice) movement
- Proficiency with Google Drive and Google Calendar

**Primary Responsibilities:**

1. Office Based (90%)
  - a. Familiarize self with grant seeking opportunities in St. Louis and beyond
  - b. Research grant opportunities and maintain grants database
  - c. Apply for 3-5 grants/quarter in collaboration with Managing Director and development staff
  - d. Track grants and write grant reports
  - e. Maintain regular communications with funders
  - f. Work closely with development staff members to understand and execute member responsibilities for components of development plan
  - g. Secure donations for the farm and office
  - h. Participate in Farmers Formal planning and execution
2. Farm Based (10%)
  - a. Participate in programmatic activities--farm tours, volunteer field work, farmers markets--to understand how EarthDance serves the needs of its constituents.

**Time Requirements:** This is a full-time position, requiring 40 hours/week. **Compensation:** AmeriCorps VISTA living allowance (approximately \$1,000/month), end-of-service education scholarship, health care coverage, and a weekly share of EarthDance produce May-September.

**Other Requirements:**

- Reliable transportation to and from the farm
- Use of personal computer or laptop

**To Apply:** To apply, please submit a resume, and cover letter, and 1-2 page writing sample to [work@earthdancefarms.org](mailto:work@earthdancefarms.org)

Applicants will also need to apply through AmeriCorps. Position open until filled.

**For more information on EarthDance Organic Farm School, visit**  
[www.earthdancefarms.org](http://www.earthdancefarms.org)