



Position Description: Director of Development, EarthDance

Organization: EarthDance

Mission: EarthDance grows food, farmers, and community through hands-on education and delicious experiences.

Position: Director of Development

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

Hours: Approximately 40 hours/week

Job Description Summary

EarthDance is seeking a creative, self-motivated, dynamic and relationship-focused individual with excellent communication and organizational skills to serve as our Director of Development.

The Director of Development will further our mission by communicating with funders, cultivating prospective donors, and assisting with the development and execution of EarthDance's annual fundraising plan. This person will report to the Managing Director.

Requirements

- Bachelor's degree required
- Knowledge of donor relationship software
- Strong organizational skills with attention to detail
- Minimum of 2 years working closely with volunteers
- Exceptional communication and relationship building skills
- Minimum of 3 years of fundraising experience, including major gift experience
- Strong computer skills including Microsoft Office and online giving applications
- Demonstrated skill in gift solicitation, event planning, and volunteer management

PRIMARY RESPONSIBILITIES

1. Development (95%)

a. **Strategy Development:** In consultation with the Executive Director, Managing Director, and the Board, develop and execute a comprehensive development strategy that meets EarthDance's annual operating goals and lays continuing groundwork for increasing contributed revenues in subsequent cycles.



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b. **Major Gifts:** Spearhead a significantly increased organizational focus on major gift fundraising. Devise and implement aggressive new strategies to acquire, renew, and upgrade major donors; devise program-based fundraising initiatives to attract and retain major donors and increase their loyalty. Oversee prospect research efforts and manage a portfolio of major donors. Assign portfolios to Board members and senior organizational representatives: coach, train, and motivate them to successfully solicit major gifts.

c. **Board Relations:** Work with senior leadership to motivate and strengthen the Board in its role in development; expand, manage and coordinate the board members and other volunteers' involvement in fundraising activities. Participate in Board strategic and campaign planning. Assume an active role in serving and supporting the Board and Board committees.

d. **Special Events:** Work closely with staff, Board members, and other volunteers to maximize the effectiveness of EarthDance special events. Work closely as needed with staff point person for Farmers Formal.

e. **Staff Management:** Build, train and supervise an enthusiastic development team. Recruit staff as necessary, and actively coach and mentor direct reports to succeed.

f. **Financial Management:** Formulate annual development budgets, track financial performance, prepare the necessary interim financial reports and fundraising projections, and control department expenditures.

2. All Team (5%)

a. Participate in EarthDance programming and farm activities in order to maintain a strong understanding of the impact of EarthDance's work.

b. Attend and participate in weekly staff lunch meetings; contribute to overall team goals

TIME REQUIREMENTS: This is a full-time position, approximately 40 hours/week.

OTHER REQUIREMENTS

- Cell phone communication; use of personal laptop
- Reliable transportation; a valid driver's license is also required.



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COMPENSATION:

Salaried, commensurate with experience, plus benefits, including group health, dental, and vision insurance, life insurance, short-term and long-term disability insurance, Simple IRA retirement plan, paid wellness days, paid vacation time, local grocery co-op membership, free on-farm yoga classes, and a share of the farm's harvest.

TO APPLY:

Send a resume, cover letter, and 2-3 references to: work@earthdancefarms.org

Position open until filled.

***For more information on EarthDance Organic Farm School,
visit www.earthdancefarms.org***