



## **WE ARE HIRING! DIRECTOR OF DEVELOPMENT**

### **Director of Development**

*Are you an accomplished fundraising professional who has a passion for local food, conservation, and people? We are looking for a dynamic fundraiser for our growth-oriented nonprofit who understands why food and farms matter. The Director of Development will build and manage our fund development program, top to bottom. The Director will be expected to provide broad-based support for CountrySide's development goals, including individual, foundation, corporate, fundraising events, and membership programs. The Director of Development will report to and provide key support for our CEO.*

### **About CountrySide**

*Our mission is to build a thriving local food community by connecting people food and land, in and beyond Cuyahoga Valley National Park. We do this by promoting a resilient, sustainable food culture through programs, advocacy, and education. We are a leading expert and innovator in conservation farming and community-based food programs, working in partnership with Cuyahoga Valley National Park, farmers, community stakeholders, and food entrepreneurs across Ohio.*

*CountrySide believes that equity is a critical component of our mission and vision. We are an equal opportunity employer and do not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, or any other characteristic protected by law.*

### **Responsibilities**

- *Meticulously manage our donor database to ensure CountrySide has the best information available to support fundraising, membership, and other philanthropic activities.*
- *Facilitate excellent gift stewardship by sending out timely acknowledgments, packets, cards, etc.*
- *Oversee annual campaign mailing, including appeal letters, renewal letters, and other mailings/acknowledgement gifts.*
- *Responsible for researching, identifying, and assisting in the cultivation of new donors and corporate sponsors.*
- *Providing support to various committees and volunteers during fundraising campaigns and events.*
- *Provide support to program staff and CEO in grant submissions.*
- *Assisting in scheduling meetings with prospective donors and sponsors for the CEO.*
- *Coordinate fundraising events, recruiting committee members, manage invitation list and mailings, providing logistical support, doing specific event tasks, etc.*

**CONNECTING PEOPLE, FOOD, AND LAND**



- *Other duties as assigned.*

### **Skills and Abilities**

- *Strong attention to detail with a demonstrated high level of organization and planning skill.*
- *Self-starter with team spirit and experience working in the nonprofit sector.*
- *Experience with direct mail campaigns, individual donor programs, event management for fundraising/development, and membership programs.*
- *Experience and competence with CRMs, technology, Google Suite, and Microsoft Office required.*
- *Strong interpersonal skills and the ability to effectively communicate, verbally and in writing, with a wide range of individuals and constituencies in a diverse community (aka happy, positive, extroverted people-person)!*
- *Ability to conduct research, gather data, analyze information, and prepare reports and other materials.*
- *Ability to exercise good judgment, demonstrate an understanding of ethics related to development activities, and use discretion in interactions with donors, prospects, volunteers, and others.*
- *Alignment with Countryside's mission, goals, and values with a demonstrated knowledge of the local and sustainable food and farm sector.*

### **Hours, Compensation, Benefits & Schedule**

*Full-time, with flexible scheduling. Expect regular evening, weekend, and special event attendance as required. Annual DEI and customer service training is required. Countryside offers a competitive salary and benefits package including medical, sick time, vacation, holidays, and 403b eligibility. Salary based on level of experience and demonstrated success with a range between \$50,000 and \$65,000. Immediate start date necessary.*

### **To Apply**

*Send a cover letter and resume to Tracy Emrick, [temrick@countrysidefoodandfarms.org](mailto:temrick@countrysidefoodandfarms.org)*

*Automatic applications from job posting websites will not be opened or considered. Email documents to the above address only. Submit all materials in PDF format with your first initial and last name in the document name. Example: TEmrick\_Resume.pdf*

*References will be requested.*

**CONNECTING PEOPLE, FOOD, AND LAND**