



Green City Market (GCM), a nationally recognized farmers market and local food advocate seeks a driven Development Associate

Are you passionate about supporting small family farmers, educating consumers and the next generation of eaters, and increasing access to local, healthy, sustainable food? Have you been described as ambitious, self-motivated, and driven? Are you seeking an environment that allows you to balance life and work? You might be the perfect fit for this role.

Reporting to the Director of Development, the Development Associate will play a critical role in supporting Green City Market's growing development program, primarily through overseeing GCM events, supporting our stewardship strategy, and driving organization communications.

Responsibilities

We imagine that the person who fills this role will spend their time in the following ways:

- In cooperation with the Director of Development, Executive Director, consultants, and volunteers, manage the planning and execution of events that span the donor engagement cycle
- Implement a strategic and integrated donor relations program and stewardship strategy
- Cultivate, solicit, and steward a portfolio of market and event volunteers for gifts of time, talent, and treasure
- Coordinate, track, and report at-market sponsorship solicitation and activation
- Working together with the Director of Development, implement and analyze a comprehensive communications plan with an emphasis on creating, editing, and publishing digital communications such as weekly e-newsletters, social media management, and website maintenance
- Generate development reports and aid in compiling board meeting and donor meeting materials, including detailed excel reports and Canva presentations
- Manage information tracking processes regarding gift records, acknowledgement, and continued cultivation of donors to strengthen their relationship with GCM
- Exhibit a passion for Green City Market's mission and vision and effectively communicate that passion and the donor's role in achieving organizational goals at internal and external meetings and events
- Serve as staff liaison to the Associate Board, attending monthly evening meetings and assisting with the execution of AB fundraising activities
- Serve as GCM's first point of contact by answering general phone and email



inquiries and directing follow-up conversations to appropriate staff when necessary

- Maintain physical donor communication materials and inventory of general development team supplies

Applicant Profile

- 2-4 years of professional nonprofit event planning, development, donor relations, and/or communications experience at small to mid-size non-profits with a track record of excellent relationship-management and efficient project-management
- A proven professional with the ability to be self-motivated and a balanced preference and ability to work independently and with a team
- Competence with Bloomerang or donor management database
- An outstanding grasp of grammar with experience writing at an organizational level
- Continually promotes and achieves high standards of quality at work, applies attention to detail to the execution of all projects and constantly looks for problems to solve and ways to improve
- Possesses a systems orientation and designs, implements, and manages complex, long-term projects through the development of processes/systems to meet deadlines, fulfill commitments, track progress, and achieve goals
- Excellent interpersonal skills and the ability to interact with a diverse group of people, including fellow staff members, market vendors, and donors
- Integrity, discretion, and professional maturity to handle highly confidential information
- Ability to lift 50 pounds and willingness to work outdoors in a variety of weather conditions at market or events

Compensation Package

Salary range available upon request. In addition to the ability to provide a flexible schedule, employees are offered 20 paid vacation days, 8 paid holidays, and 5 paid sick days. Employees are compensated 75% of monthly health care premiums (reimbursement not to exceed \$400/month) and a cell phone stipend (reimbursement not to exceed \$75/month).

Schedule

At GCM, we seek employees who know how to balance life and work. Schedules are flexible with core office hours taking place between 9 am and 3 pm. We focus on results and expect our team to execute responsibilities with a high degree of professionalism. A typical work week for this position is Monday through Friday. Some nights and weekends will be required and frequency will fluctuate depending on seasonality. Regular attendance at Associate Board meetings held monthly in the evening on the second Tuesday of each month will be required.



To Apply

Applicants should submit a résumé, cover letter, and writing sample(s) to Mandy Moody, Director of Development at giving@greencitymarket.org with "LAST NAME FIRST NAME Development Associate" in the subject. No phone calls or dropins, please.

Anticipated Hiring Process

The hiring process will include a phone interview, in-person first-round interview, and a final round in-person interview. The anticipated start date for the position is October 15.

Green City Market is an equal opportunity employer Green City Market does not discriminate on the grounds of race, color, religion, sex, marital status, national origin, age, disability, veteran's status, sexual orientation or any other protected status.