



Join the Green City Market Team as our Development Coordinator!

Full-Time, Exempt | Hybrid | Reports to Development & Communications Manager | Chicago, IL

About Green City Market

Green City Market (GCM) is a nationally recognized nonprofit dedicated to deepening support for small family farmers, educating consumers and the next generation of eaters, and increasing access to local, healthy, sustainable food. Learn more about our history and future at www.greencitymarket.org.

Culture

At Green City Market, all of our community members must abide by our [Community Commitment](#). This agreement is one way we set expectations around our culture. We are sustainable, inclusive, connected, respectful, knowledgeable, and communicative. We encourage you to read our Community Commitment before applying to get a better understanding of how we work with one another.

Opportunity Overview

Are you passionate about local food systems, storytelling, and community engagement? Are you a detail-oriented communicator who thrives in a mission-driven, collaborative environment? Green City Market is seeking a Development Coordinator to support the implementation of our fundraising and communications strategies, with a focus on donor engagement, corporate sponsorship, individual giving, grant support, and public-facing education.

Reporting to the Development & Communications Manager, the Development Coordinator will play a critical role in supporting GCM's development program.

Key Responsibilities

This is not an exhaustive list of duties but provides an overview of the role. Tasks are listed from highest to lowest priority based on time allocation.

Development – 75% (~30 hours/week)

- Partner with the Executive Director and Development team to implement individual and institutional fundraising strategies, ensuring activities align with annual revenue goals and donor engagement priorities.
- Own GCM's donor stewardship and acknowledgment process, ensuring every donor is thanked in a timely and personalized way, understands their impact, and is actively engaged to support retention and long-term giving.
- Coordinate sponsor benefit fulfillment and communication, tracking deliverables and ensuring a high-quality experience that strengthens sponsor relationships.



- Manage the administrative side of the grants program, supporting the grant writer by managing deadlines, compiling technical content, gathering internal data, and ensuring timely submission of proposals and reports.
- Create and produce donor-facing materials (e.g., presentations, printed collateral, digital content) that elevate GCM's fundraising messaging and engagement using platforms like Canva and Mailchimp.
- Maintain and segment donor and prospect lists for targeted outreach and monthly communications that support personalized donor engagement and increased giving.
- Play a key role in event planning, execution, and staffing, supporting GCM's fundraising and engagement events to drive revenue, increase awareness, and deepen community relationships.
- Support the leadership team with Board and Associate Board activities, including serving as liaison for the donor-facing tour program that supports the *More than a Market* campaign.
- Staff GCM's mission booth at Wednesday and Saturday markets, acting as an ambassador to share our impact and connect with community members and prospective supporters.
- Educate market goers about GCM's nonprofit mission (food access, farmer support, education)
 - Promote the "More Than a Market" campaign
 - Sell branded merchandise to support programs
 - Offer donation opportunities and gather volunteer sign-ups

Development Operations – 20% (~8 hours/week)

- Monitor and respond to general inbound communication (emails, calls, voicemails, social media replies) within 24–48 business hours
- Maintain accurate and up-to-date donor records in Bloomerang, ensuring data integrity through timely gift entry, record updates, and report generation to inform strategy, track progress, and support fundraising success.
- Manage development-related mail (e.g., logging check donations, foundation correspondence)
- Support note-taking and follow-ups for meetings and check-ins
- Maintain inventory of printed development materials and merchandise supplies
- Assist with executing fundraising appeals and campaigns, including copywriting, editing, and donation page setup

Leadership – 5% (~2 hours/week)

- Represent Green City Market with clarity and passion at events, meetings, and market days
- Uphold GCM's mission and values, including our commitment to diversity, equity, and inclusion
- Participate in check-ins, evaluations, and collaborative team culture-building
- Communicate proactively with the Development & Communications Manager to support strategy execution



Qualifications:

We're looking for someone who:

- Brings 2+ years of experience in nonprofit development, marketing, and communications
- Builds trust easily and enjoys working with people from all backgrounds
- Is highly organized and detail-oriented, with strong administrative and time management skills
- Can manage multiple projects and deadlines with grace and flexibility
- Is deeply aligned with Green City Market's mission and values
- Has excellent written and verbal communication skills
- Is energized by early mornings, outdoor work, and community engagement, especially during Wednesday and Saturday markets (~4:30-2pm)
- Can staff the GCM booth to engage market goers, promote our mission, and build relationships with donors and volunteers
- Is proficient in tools such as Google Suite, Bloomerang (or similar CRMs), Mailchimp (or other EMS platforms), and Canva
- Spanish, Russian, and/or Polish language proficiency is highly encouraged

Equity Commitment

Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they meet every qualification. At GCM, we are committed to building a diverse and inclusive team. If this role excites you, we encourage you to apply even if you don't meet every requirement.

Schedule & Environment

This is a full time, exempt position. You will typically operate on a Tuesday through Saturday work schedule with on-site presence required at all markets (Wednesdays and Saturdays (4:30 am-2:30 pm). Office days are flexible with core hours between 9am-3pm. Occasional evenings or extra weekend events will be required.

Compensation & Benefits

- \$52,000 annual salary
- 20 vacation days, 10 floating holidays, 10 sick days + year-end office closure
- Medical, dental, and vision insurance
- \$75/month mobile phone stipend
- 401(k) with employer match

Financial Snapshot

- FY25 Development Goal: \$1,350,000
- FY24 Development Raised: \$1,643,939



- FY25 Organizational Budget: \$1,945,500

To Apply

Submit your résumé and brief application via [this application form](#). Applications received by July 25, 2025 will be given priority consideration. No phone calls or dropins, please.