



Position Description: VISTA – Development Associate Job Description

ORGANIZATION: EarthDance

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

POSITION: VISTA – Development Associate, EarthDance

LOCATION: 233 S. Dade Avenue, Ferguson, MO 63135

EarthDance is seeking a self-motivated, creative and resourceful individual with excellent communication and organizational skills, experience in and enthusiasm for fundraising, and a commitment to EarthDance's mission, to serve as our Development Associate and assist us with building capacity within our organization.

The Development Associate will serve to support the expansion and function of EarthDance during this period of growth. The Development Associate will build the capacity of the organization through the exploration of available community resources and the co-creation of grant proposals. The position will also include planning fundraising and donor acknowledgement events. The Development Associate will work closely with the Program Director, Executive Director and the Board of Directors to build a strong foundation of support for our young organization to continue to thrive at sustainably growing food, farmers, and community!

PRIMARY RESPONSIBILITIES

1. Development Activities (90%)

- Updating grants database and developing fundraising strategies for organization.
- Co-creating the fund development plan.
- Planning major fundraising events and building donor relationships.

2. Participation in Program Activities (10%)

- Participating in some program activities as applicable to better understand the needs of our organization and those we serve, including farm tours, apprenticeship orientation day, farmers markets, etc.

SKILLS, QUALIFICATIONS, & KNOWLEDGE REQUIRED

1. Demonstrated strong time management and organization skills.
2. Demonstrated knowledge of fundraising and development strategies specific to comparable non-profit organizations.
3. Proven experience and skills in budgeting and planning projects, and evaluation of overall program effectiveness.

4. Demonstrated ability to generate and deliver persuasive and clear verbal and written communications in a variety of media forms and channels, and for diverse audiences. (Please attach a grant writing sample or other professional writing sample.*)
5. Ability to work effectively in a demanding, high-energy environment and manage multiple tasks and priorities, while maintaining a sense of humor
6. Some event planning and grant writing experience preferred.
7. Proficiency with Windows Office Suite and Google Groups, Google Calendar.
8. Ability and willingness to work some weekends and evenings.
9. University degree or recognized professional training in a field related to business or non-profit management.

SKILLS, QUALIFICATIONS, & KNOWLEDGE DESIRED

1. Knowledge of agricultural and food system issues.
2. Knowledge of community development and youth education issues.
3. Experience working collaboratively in a team environment with successful outcomes.
4. Professional, friendly, and enthusiastic personality.
5. Superior attention to detail.
6. Experience in grant writing and event planning.
7. Enjoyment of farming and gardening, the arts, music, and interacting with the public.
8. Experience with Quickbooks or online accounting software system preferred

OTHER CONSIDERATIONS:

Position may evolve into regular salaried position with EarthDance upon fulfillment of Americorps service and responsibilities.

OTHER REQUIREMENTS:

Use of personal computer or laptop

Reliable transportation or the ability to navigate the public transportation system

HOURS: This is a full-time position, requiring 40 hours/week.

COMPENSATION: VISTA Living Allowance. This is an Americorps VISTA position. Click [here](#) for more information on becoming an Americorps VISTA. The VISTA stipend does not include housing.

CONTACT: To apply for this position, you must send a resume, cover letter, and professional writing sample, no more than two pages. Send materials to Program Director Rachel Levi, rachel@earthdancefarms.org