



**Position Description: VISTA - Fund & Resource Development Coordinator,
EarthDance**

ORGANIZATION: EarthDance

ORGANIZATIONAL MISSION: The mission of EarthDance is to grow and inspire local
FARMS – Food, Art, Relationships, & Music, Sustainably!

POSITION: Fund & Resource Development Coordinator (FRDC)

LOCATION: 302 Thoroughman Ave, Ferguson, MO 63135

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

SUMMARY OF POSITION

The Fund & Resource Development Coordinator will serve to support the expansion and function of EarthDance during this period of growth. He/she will build the capacity of the organization through the exploration of available community resources, the collaborative development of a comprehensive fund development plan, and the co-creation of grant proposals. The position will also include planning fundraising and donor acknowledgement events. The Fund & Resource Development Coordinator will work closely with the Executive Director and the Board Development Chair to build a strong foundation of support for our young organization to continue to thrive at growing and inspiring local FARMS – Food, Art, Relationships, & Music, Sustainably!

PRIMARY RESPONSIBILITIES

1. Development Activities (80%)
 - Creates grant database and develops fundraising strategies for organization.
 - Co-creates Fund Development Plan.
 - Assists in planning major fundraising events and building donor relationships.
1. Participation in Program Activities (10%)
 - Participates 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.
1. Board of Directors (10%)
 - Works closely with the Board of Directors and the Executive Committee. The FRDC will be expected to attend at least some Board meetings.
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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 proposal 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; experience with Quickbooks or online accounting software system preferred.
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.

OTHER REQUIREMENTS

- Use of personal computer or laptop
- Reliable transportation or the ability to navigate the public transportation system

OTHER CONSIDERATIONS:

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

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.

CONTACT: To apply for this position, please send a resume, cover letter, and proposal writing sample* to: Molly Rockamann, Executive Director, at molly@earthdancefarms.org (No phone calls please.)



*Proposal Writing Sample:

Please attach a sample of your previous work, specific to grantwriting and/or fundraising.

OR

Please attach a 1-2 page proposal based on the following guidelines:

- EarthDance is requesting \$10,000 for its Organic Farming Apprenticeship program. (No matching funds requirements.)
- The donor is requesting these components in your proposal:
 - Project Title
 - Project Budget
 - Community need for project (1 paragraph)
 - Goals and objectives of project
 - Project narrative or summary
 - How the project will be evaluated