

Director of Development



Reports to: Executive Director

Direct Reports: None

Location: Austin, TX

Schedule: Full-time, Monday through Friday, with some weekend days to flex for weekdays as needed

Salary: \$70,000- \$80,000 (exempt), Benefits (see below)

Preferred Start Date: January 2025

Who we are:

Urban Roots works with youth leaders to grow fresh food and build a community dedicated to achieving food equity. The only farm-based youth development and community impact organization in Austin, we have worked with over 600 youth through paid internships that support their growth as leaders. This past growing season, our staff, youth interns, and volunteers harvested over 119,000 servings of sustainably-grown produce on our farms in East and South Austin. We dedicated more than 75% of that to increasing food access to underserved communities through our programs and our food-access partners.

To learn more about Urban Roots, we encourage you to [visit our website](#) and [check out this video](#) to hear directly from Urban Roots youth leaders.

Job Summary:

The Director of Development (DOD) is responsible for developing, sustaining, and deepening relationships with individuals, families, foundations, corporations, and the broader community. The objective of all development activities is to help potential supporters understand the ongoing needs of Urban Roots and, in turn, know how to respond with gifts of resources. The DOD is expected to support the needs of the donors and identify, qualify, cultivate, solicit, and steward these very important partners. This role reports directly to the Executive Director and will focus on donor development, donor research, events management, and database administration. The DOD must be a highly energetic professional with a track record of building donor relationships and closing gifts. The DOD will also be responsible for engaging other resources as necessary to grow donor relationships and support as necessary.

Essential Job Duties:

- **Fundraising (80%)**
 - Lead fundraising strategy and associated activities of the organization:
 - Growing operational funding through charitable donations
 - Keeping individuals, families, foundations, corporations, and friends aware of the mission, accomplishments and needs of the organization
 - Creating an annual Development Plan that will be used to measure progress throughout the year
 - Developing, promoting and sustaining effective relationships with the constituents and supporters
 - Engaging the Executive Director, Board of Directors and team in development activities
 - Communicating and coordinating the Development Plan and development activities with the Development Committee of the Board
 - Carrying a donor portfolio of 50 donors for the first year and working with the Board of Directors and team to engage them with this portfolio

- Working closely with the Executive Director to identify and help manage the Executive Director's portfolio of 10 to 15 donors
- **Organizational Leadership (10%)**
 - Attend weekly Team Leads meetings to collaborate and address topics impacting the overall health and success of the organization.
 - Nurture a positive, collaborative, and respectful culture across the organization
 - Represent the organization as an ambassador of our mission and values
 - Provide leadership and input in cross team activities as directed
 - Participate in annual planning and budgeting process
- **Organizational health (10%)**
 - Create an environment of radical hospitality on our farms and at our events where all guests feel seen, welcomed, included, inspired, and invited to engage with our work
 - Collaborate through communication
 - Communicate clearly, regularly, and in a timely fashion internally and externally across multiple channels in order to support a highly efficient, effective, and respectful work culture
 - Maintain an updated calendar and communicate scheduling needs in advance
 - Document and gather project data in line with organizational and project specific guidelines.
 - Support cross-departmental projects and other duties as assigned, within capacity

We are looking for you if:

- You are an amazing organizational leader with proven experience supporting diverse teams of passionate people to achieve common goals, such as: creating a culture of inclusion and joy, navigating conflict with grace and compassion, and coaching and supporting others to achieve their professional goals.
- You believe that anti-racist policies and practices and diversity, equity and inclusion are essential for an organization to be successful.
- You take a diplomatic approach to delivering challenging information, remain calm under pressure, and deliver high-quality work under time constraints.
- You bring a unique point-of-view and diverse perspectives.
- You want to occasionally get your hands in the soil and to learn about growing food and food equity!

Qualifications & Personal Characteristics:

- Minimum of five years' experience in fundraising, development, or a related field, with a proven track record of cultivating, soliciting, and stewarding donor relationships and meeting financial goals
- Two-plus years of experience managing donor databases or CRM systems with proficiency in data analysis for tracking and reporting fundraising metrics.
- Experience in a leadership role or as part of a senior fundraising team
- Experience planning and executing fundraising events, and/ or working with corporate and foundation partners
- Excellent communication skills

Benefits & Workplace Location:

- **Location:**
 - Urban Roots has offices within AISD at 4900 Gonzales Street in East Austin that are open for use by all staff. We currently have a hybrid office/work-from-home schedule, requiring up to several days per month at the office. In addition, we have several all-staff-at-the-farm days that may begin as early as 8 a.m. Our two urban farms are located in East and South Austin.
- **Benefits:**
 - Significant employer contribution toward health insurance benefits coverage (including medical, dental, and optical plans)
 - Employer-paid short-term and long-term disability insurance
 - Time off:
 - 120 hours per calendar year of paid time off (PTO), prorated according to start date
 - 15 additional paid holidays and the work days between Christmas and New Years Day
- **Extras:** Farm-fresh vegetables to take home!

Diversity & Inclusion Statement

Don't meet every qualification listed? We actively encourage applications from individuals of all backgrounds, especially those historically underrepresented in nonprofit leadership. Studies show that women, LGBTQ+ individuals, and people of color often hesitate to apply if they don't meet every requirement. At Urban Roots, we're committed to building a diverse, equitable, and inclusive team where everyone feels they belong. We believe that diversity strengthens our organization and enriches our community, and we welcome candidates who bring unique perspectives and experiences to help us advance our mission. If this role excites you, but your experience doesn't align perfectly with every qualification, we'd still love to hear from you. You may be the perfect fit for this role or another opportunity within our organization.

Application process:

- Resumes and cover letters should be emailed to jobs@urbanrootsatx.org
- Use email subject line "Director of Development"

The application period closes November 26,, 2024. Applications will be reviewed on a rolling basis. This position is available immediately and will remain open until filled. Because of our work with youth, final round candidates will be submitted for background and driving records checks before an employment offer is finalized. Please honor our administrative and safety protocols – no phone calls or walk-ins.