



## Angelic Organics Learning Center

### Job Description

6/10/09

**Position:** Associate Director for Resource Development – Chicago Office

**Supervisor:** Executive Director

**Supervises:** Administrative Assistant – Farm Office  
Grants Manager – Chicago Office

**Salary:** \$40,000-45,000 plus benefits, depending on qualifications

**Status:** Application deadline: 7/10/09  
Start date: September 2009

### Position Description

The Associate Director is responsible for developing and implementing the resource development and communications strategies of Angelic Organics Learning Center. The position's primary focus is on increasing and diversifying the revenue and donor base of the Learning Center, in support of the 2009-2013 Strategic Plan.

The Associate Director must be passionate about our mission, highly organized, and have strong team playing and interpersonal skills. This person needs to communicate effectively both externally and internally, with donors and funders as well as program directors, board members, and other key volunteers. The Associate Director must be a versatile, self-starter who can manage multiple responsibilities, meet deadlines, and supervise a small staff team.

### Major Responsibilities

#### Resource Development (65%)

- Develop and implement annual and long-range resource development plans including individual giving/special events, grants, and earned income.
- Manage and expand the individual giving program, including annual fund raising campaigns, special events, and a major donor program. (25%)
- Manage grants including prospecting, proposal writing, and financial and progress reporting. (20%)
- Manage the eTapestry online contact and donor database.
- Provide staff leadership for the staff and volunteers involved with resource development, and serve as staff liaison to related board committees.
- Work with staff and volunteers to plan and develop strategy for a capital campaign.

#### Communications (20%)

- Raise the visibility of the Learning Center brand and increase engagement of our key audiences by developing and implementing annual and long-range communication plans.
- Develop and produce print and electronic communications, including our website, annual report, e-newsletter, and brochures.
- Provide staff leadership for the staff and volunteers involved communications, and serve as staff liaison to related board committees.

#### Human Resources (10%)

- Supervise two full-time staff (professional and administrative) focused on resource development and communications.

#### Other duties as assigned (5%)

#### Required Qualifications

- Demonstrated success in individual giving, special events, and grantsmanship.
- A minimum of five years experience in nonprofit organizations with at least three years of demonstrated success in creating and leading resource development programs, including experience in coordinating resource development volunteer and staff teams.
- Excellent interpersonal and oral communication skills.
- Excellent writing and editing skills.
- Positive team player.
- Reliable self-starter, with excellent ability to prioritize multiple responsibilities and meet deadlines.
- Highly organized, with excellent attention to detail.
- Windows and internet literacy, and proficiency using Microsoft Word and Excel.
- Experience with donor management software, preferably eTapestry.
- A Bachelors Degree or equivalent work experience.
- A commitment to the Learning Center's work to build local food systems.
- Ability to travel to the farm office in Caledonia, IL, on a periodic basis and participate in occasional evening/weekend meetings and events.
- Supervisory experience.

#### Desired Qualifications

- Capital campaign experience.
- Knowledge of the local philanthropic community.
- Marketing and media relations experience.
- Volunteer and/or professional experience with organic farming, urban agriculture, local food systems, popular education, youth development, and/or community organizing is preferable.
- Proficiency with Microsoft PowerPoint and image editing/management and page layout software (such as Adobe In Design and Photoshop).

- Proficiency in a second language preferred, especially Spanish.

To Apply

Please familiarize yourself with our website at [www.learnrowconnect.org](http://www.learnrowconnect.org). Then send your cover letter and resume to [jobs@learnrowconnect.org](mailto:jobs@learnrowconnect.org). Please submit all documents in PDF format.