



**Part-time Director of Development  
Job Opportunity – February 2019**

**Organization**

Crabtree Farms is a 501(c)3 nonprofit community-based service organization that promotes sustainable agriculture. Founded in 1998, we are home to a sustainable farm, youth and adult education programs, and a rental/educational center. In 2016 Crabtree completed a strategic and master landscape plan. The Director of Development position is a strategy of the action plan. The qualified candidate would serve as a 1-person development department with growth opportunities for future depending on success. S/he would build upon the momentum and strategies of the previous partnerships manager. The organizational growth is guided by both the Master Plan and the 4-year organizational and financial forecast developed in 2018.

**Position**

**Part-time (20hr/wk) Director of Development**

**General Description:** The Director of Development is a member of the administrative team charged with the responsibility of development planning and implementation through cultivating strong stakeholder relationships. This position develops strategies and tactics to effectively increase major gifts, capital gifts, and bequests to Crabtree Farms. In addition, the director is responsible for the management of Crabtree's annual fund, capital campaign, and the day-to-day development operations.

**Essential Duties and Responsibilities**

- Creates and implements annual development plan, in collaboration with marketing team, designed to increase operating revenue by a mutually agreed upon rate of 5% in the first year, with an additional target for capital grants.
- Builds and maintains strong partner relationships as well as serves as a face for Crabtree Farms by attending community functions, including business and nonprofit events.
- Manages and expands portfolio of donors.
- Cultivates, solicits, and stewards annual fund and major gift donors, including planned giving prospects.
- Coordinates appropriate stewardship of all annual and major gifts donors.
- Collaborates with the Executive Director on a personal solicitation plan for leadership-level donors including the Crabtree Farms Board of Directors.
- Identifies appropriate foundation prospects.
- Working with the marketing team, prepares and oversees the processing of the Crabtree Farms annual report and other donor communications.
- Conducts face-to-face solicitations/visits with major gift prospects.
- Documents all activity in the database including call reports describing donor visits.
- In collaboration with the Volunteer Coordinators and marketing team, plans and runs local and regional cultivation and stewardship events for donors and prospects.
- Serves as a one-person Development Office.
- Supervises gift entry process to ensure accuracy and proper constituent updates.

- Oversees the distribution of gift acknowledgements within a 72-hour turnaround target.
- Works with the Development Committee Chair to establish a committee and strives to create a culture of philanthropy at Crabtree Farms.
- Trains and prepares volunteers and staff for successful solicitations.

**General Skills & Experience Requirements:**

- Bachelor's degree and 3-5 years of progressive, demonstrated leadership and success in annual giving programs. CFRE is highly desirable.
- Demonstrated project management skills working specifically with multifaceted projects and diverse constituents.
- Experience in a supervisory or leadership position in a nonprofit, foundation, or government agency.
- Ability to identify appropriate segments of donors and prospects and create cultivation, solicitation, and stewardship activities that build loyalty and trust.
- Professional demeanor, good judgment, and the ability to work independently, but collaboratively, in a goal-oriented team environment.
- Proficiency in Microsoft Office suite, particularly Excel.
- High efficiency in constituent relational databases and QuickBooks is a plus.

**Competencies:**

- Passionate about Crabtree Farms' mission and values.
- Demonstration of emotional intelligence, ability to exercise tact and diplomacy in organizational settings.
- Solid experience managing budgets and preparing financial projections and reports.
- Commitment to professional development and self-improvement.
- Self-starter, self-disciplined with ability to take initiative and follow through.
- Ability to analyze problems, utilize internal or external resources, offer solutions to problems and implement solutions.
- Remain focused in the face of pressure, deliver against timelines, and not intimidated by tasks/time limitations.

**Physical Requirements and Work Environment:**

- Requires some weekend and evening hours.
- Works in a highly dynamic environment as a 1-person Development Office with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Ability to work at a desk and computer for extended periods of time.
- Some travel required.
- Ample flexibility in daily options to work remotely or in the office.

**To Apply:**

**Send Cover Letter and Resume to:**

MAIL: Crabtree Farms – Development Search  
 PO Box 2250  
 Chattanooga, TN 37409  
 FAX: 423/624.7439  
 EMAIL: [smcintyre@crabtreefarms.org](mailto:smcintyre@crabtreefarms.org)

**Deadline:** Until position filled; as soon as possible preferred as the position is open now