



Job Description

Director of Administration and Development

Crabtree Farms of Chattanooga

January 2025

Position: Director of Administration and Development

Terms: Full-time, hourly, \$25/hr

Reports to: Executive Director

Organization:

Crabtree Farms, a nonprofit urban farm located in the Clifton Hills neighborhood of Chattanooga, has been a leader in sustainable farming and community engagement since 1998. Our mission is to expand access to locally grown food, provide farm-based educational opportunities, and cultivate community. We achieve this through:

- **Growing Food:** Using sustainable practices to grow produce for the greater Chattanooga area while maintaining responsible land stewardship.
- **Supporting Local Producers:** Promoting and selling products from local farmers, artisans, and producers to strengthen the local economy.
- **Community Engagement:** Hosting free events, educational activities, and community gatherings that attract over 3,500 participants annually.
- **Education:** Offering farm-based learning opportunities for thousands of youth and adults, as well as experiential programs for volunteers, workshares, and interns.
- **Food & Land Access Initiatives:** Providing free land access and resources through programs like the Crabtree Community Garden and the Mary Navarre Moore Emerging Farmer Mentorship Program, which supports historically underserved communities.

Position Overview:

The Director of Administration and Development is a leadership position that collaborates with other directors to ensure mission alignment and effective execution of Crabtree Farms' strategic goals. This position focuses on communications, fundraising, and high-level administrative

support. The Director will oversee the creation, implementation, and management of comprehensive communications and development plans to increase awareness and secure funding for Crabtree Farms' mission and programs.

Key Responsibilities:

- **Communications & Branding:**
 - Develop consistent organizational branding and key messages, guiding the Marketing and Communications Coordinator in implementing marketing and communications strategies.
 - Ensure that all communications align with Crabtree Farms' mission and core values.
- **Grants & Fundraising:**
 - Collaborate with the Executive Director to create an annual grants plan, conduct grant research, and lead proposal development.
 - Manage grant administration, including reporting and compliance.
 - Partner with the Board of Directors to identify and engage corporate giving and foundation prospects.
 - Cultivate, solicit, and steward sustainers, annual funds, and major gift donors.
 - Integrate giving opportunities into special events, maximizing fundraising potential.
- **Donor Relations & Gift Processing:**
 - Ensure accurate gift entry, tracking, and constituent updates. Oversee the distribution of gift acknowledgments within a 72-hour turnaround target.
 - Manage donor stewardship activities, building long-term relationships with funders.
- **Administrative & HR Support:**
 - Oversee accounts payable and receivable functions.
 - Provide general administrative and HR support as needed.
 - Perform other duties as required to ensure the smooth functioning of the organization.

Qualifications:

- Minimum of 5 years of experience in nonprofit administration, fundraising, or development, with a focus on communications and donor relations.
- Proven project management skills, particularly with multifaceted projects and diverse stakeholders.
- Experience in a leadership or supervisory role within a community-facing organization.
- Ability to identify and engage donor segments through cultivation, solicitation, and stewardship strategies.

- Exceptional communication skills with the ability to tailor messages to diverse audiences.
- Strong organizational and time management skills, with the ability to handle multiple priorities and meet deadlines.
- Proficiency in Google Suite and data management systems, with the ability to learn new software.
- Professional demeanor, good judgment, and the ability to work independently while collaborating effectively in a team environment.

Work Environment:

- Some evening and weekend hours are required, especially for major events.
- Ability to work at a desk and computer for extended periods.
- Flexible schedule with required weekly director meetings.

Benefits:

- Healthcare benefits at 50% cost match
- Access to fresh seasonal produce
- Paid holidays and up to 10 days paid vacation
- SIMPLE IRA with employer match

To Apply:

Fill out the form on our website for the “Director of Administration and Development” position. Please upload a PDF of your cover letter and resume.

For questions or issues, email director@crabtreefarms.org.

Deadline: Position is open until filled, with preference for immediate applications.

Crabtree Farms is an Equal Opportunity Employer. We provide equal opportunity to all employees and applicants, ensuring non-discriminatory treatment in all aspects of employment. We comply with all applicable laws and regulations.