



## Job Opening: Development Coordinator

**The Glynwood Center for Regional Food and Farming is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

### **About Glynwood**

Glynwood Center for Regional Food and Farming (Glynwood) is a nonprofit organization directly serving local food and farming changemakers and is one of the only nonprofits in the country working at a regional scale to transform our food system. Glynwood's mission is to cultivate just and resilient regional food systems so that communities, farmers and the land thrive.

As an organization, we believe that Glynwood has a role to play in addressing racism and inequity in our country's food system, and commit ourselves to advancing diversity, equity, inclusion, and access in our organization, and in all of our work. We are committed to proactive learning, orienting ourselves towards healing racism and oppression, and expanding spaces for those who have not been historically included.

### **Job Summary**

Reporting to the Vice President of Communications, Development & Strategic Partnerships, and working with the Director of Development and Communications, this position will be critical to ensuring the continued growth of Glynwood's programs and initiatives and high standards of excellence in donor relations, a fundamental asset in achieving the organization's long-term strategic goals. The Development Coordinator will support a diverse range of fundraising activities including: managing our donor database, coordinating correspondence and donor relations, assisting in the execution of special events and major donor cultivation events, coordinating specific communication and social media initiatives, and providing administrative support for the Development team. This position is full-time, primarily onsite, and may include remote work. Our offices are in Cold Spring, NY. We provide all technology to support your work and onboarding process, including norms for working and building relationships among our team.

### **Essential Job Duties**

#### **Development**

- Coordinate database and records management of current and prospective funders including documenting interactions, correspondence and gifts/grants. Coordinate institutional fundraising and grant lifecycle administration including: application submissions and deadlines, development database management, tracking, and reporting of grant awards
- Provide fundraising reports and donor/prospect research as requested
- Annotate registration lists for all development-related events
- Manage tracking systems for fundraising progress towards monthly and annual goals, and consistently report progress
- Assist the team in all development-related events
- Communicate with visitors, constituents, and supporters
- Assist the development team as needed to fundraise for specific programs or projects

#### **Development Communications**

- Oversee gift acknowledgment process including gift entry for all contributions to Glynwood,

- creation of acknowledgment letters, thank you letters, and tax receipts for donors
- Assist with the production of annual appeals (segmented direct mail, digital appeals, and all associated social media and collateral)
- Assist with other external and internal communications duties as needed.
- Collect required data from program participants and work with participants to complete administrative requirements such as signing photo release forms
- Act as archivist for Glynwood's media assets and collateral

**Required Qualifications and Experience:**

- Successful candidate will demonstrate enthusiasm for Glynwood's mission, is interested in a career in development/fundraising, and has a demonstrated ability to execute administrative responsibilities while keeping an eye toward detail, accuracy and ability to prioritize tasks and meet deadlines
- College degree or equivalent professional experience
- Three to five years of experience. Previous experience with nonprofit development & fundraising is strongly preferred.
- Demonstrated ability to work productively with diverse demographics
- Database acumen, including Content Management Systems, spreadsheets, etc
- Utilize relevant visualization and storytelling technology and tools
- Strong collaboration skills with ability to work independently.

**Travel and Weekend Work:**

On occasion, fulfillment of this role will require travel and weekend work. At most, this will happen once monthly.

**Compensation:** Salary Range: \$54,000 to \$75,000 depending upon experience. Robust benefits package including: medical, vision, life and short-term disability insurance, flexible spending account, healthcare reimbursement account, farm store discount, retirement savings account and paid time off including vacation, sick and holiday pay. This position is eligible for an annual bonus.

**To Apply**

Use this link to apply: [Development Coordinator](#)

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.