



Northeast Organic Farming Association of Vermont

Nourishing people, land, and justice through organic agriculture.



Development Coordinator

(40 hours/week, salaried/exempt)

Reports to: Development & Engagement Director.

Who We Seek

NOFA-VT seeks an entry-level Development Coordinator to work alongside the development team to bring critical resources to support our programming across the organization. The coordinator will develop and execute the strategies related to our sponsorship fundraising as well as be responsible for processing donor/member gift acknowledgement, supporting data entry and fundraising data tracking, and providing overall grant support through grant writing, prospect research, ensuring timely reporting, and collaborating with program teams to guarantee that the organization's grants are all adequately tracked through a central grants database. Strong applicants will have exceptional communication (verbal and written) and interpersonal skills, enjoy connecting with others, maintaining relationships, and networking.

About NOFA-VT

The Northeast Organic Farming Association of Vermont (NOFA-VT) was founded in 1971 by a group of farmers looking to rebuild alternatives to industrial, unsustainable agriculture. Today, NOFA-VT works with folks at all points in the food system to move towards an economically viable, ecologically sound, and socially just Vermont agricultural system that benefits all living things. We provide services and grants for farmers, cultivate connections within the food system, and work to increase the accessibility of Vermont's organic food, using food and farming as a lever to build collective power to center organic agriculture as an integral component of a broader movement for a thriving, just, climate-resilient future for all.

Job Responsibilities

- Manage sponsorship systems and cultivate and steward business partners for the Winter Conference and Share the Harvest events as well as other organizational sponsorship opportunities. This includes cultivating and stewarding sponsors in partnership with the Development Manager and Development & Engagement Director, maintaining accurate and updated files of correspondence, and tracking sponsors' status and benefits. Work with other staff to ensure benefits are fulfilled on time and pledges are fulfilled.
- Work with the Development & Engagement Director and other key program staff to ensure sponsorship opportunities and benefits meet needs of programs, including developing and piloting new sponsorship opportunities.
- Support overall systems for grants management across the organization including but not limited to managing the annual grant calendar of and maintaining accurate and updated files (correspondence, proposals, reports, notes, etc.) in our central grant database, GrantHubPro.
- Work collaboratively across teams to research new opportunities and present grant prospects to the team to meet program funding needs, writing grant inquiries/applications, working collaboratively with program staff on grant proposals and timely reporting.
- Manage processing and tracking of all gifts received via mail, credit card, online, and stock transfer. Produce acknowledgement letters/tax receipts. Send membership renewals and lapsed member notifications.
- Support the Database Manager regularly with data entry and support analysis of fundraising data for regular reporting.

- Provide strategy and writing/editing support as needed on other fundraising projects throughout the year related to NOFA-VT's annual fundraising and membership program, program funding needs, and other specific initiatives.

Additional Responsibilities and Organizational Expectations (applies to all NOFA-VT staff):

- Attend bi-weekly staff meetings, board meetings, and annual staff retreats.
- Provide staffing support for the Winter Conference and summer on-farm events series.
- Facilitate a minimum of 2 NOFA-VT events annually and support NOFA-VT outreach at 1-2 tabling events per year.
- Every staff person at NOFA-VT aims to design a work plan that allows space for collaboration and support for emergent needs.

Qualifications

- 2+ years of development/fundraising or sales experience
- Bachelor's degree or equivalent life experience.
- Must have strong written and oral communications skills
- High attention to detail with strong analytical and organizational skills
- Ability to work under pressure and balance multiple, competing priorities at once
- Professional competence with Microsoft Office Suite, Google Office Suite (docs, sheets, slides, calendar), zoom, as well as email. Experience working with a CRM

Work Schedule and Location

Our office is located in Richmond, VT, though most staff work in a hybrid format, balancing in-person work at the office or another central location, and working from home, if desired. Work is typically conducted Monday through Friday during regular business hours, with occasional weekend and evening hours. Regular in-state travel is required for meetings, conferences, and events. Remote work from within Vermont will be considered, though applicants must have the ability and willingness to travel to the Richmond office, or other nearby locations, weekly for in-person collaboration.

Equal Opportunity Employer

NOFA-VT provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Applicants for this and all positions at NOFA-VT are encouraged to review our [Statement of Intention on Social Justice](#) prior to applying in order to understand how we view social and racial justice as central to a healed and thriving food and agricultural system.

Compensation

This position has a starting pay of \$54,080. NOFA-VT offers an excellent benefits package including employee healthcare coverage, the option for employees to purchase vision and dental insurance pre-tax, optional dependent care, health savings, and medical reimbursement accounts, matching (up to 3%) retirement contributions, generous paid time off, office closure for one-week in the summer and the last

week of the year, life insurance, a flexible work schedule, a paid 4-week sabbatical after 7 years of employment (and every five years after), and an employee assistance program.

To apply for this position:

Please submit a cover letter, resume, and contact information for two references to jobs@nofavt.org. The priority deadline is April 28th, with interviews beginning in early May and the position starting in June. The position will remain open until it is filled.

PO Box 697 | 14 Pleasant Street | Richmond, VT 05477

NOFA-VT | nofavt.org | Phone: 802-434-4122 | Fax: 802-329-3033

Vermont Organic Farmers LLC | vermontorganic.org | Phone: 802-434-3821 | Fax: 802-329-3029