



SOUTHSIDE COMMUNITY LAND TRUST

we help people grow food

Job Posting: Development Coordinator, Southside Community Land Trust

Reports to: Development Director

Classification: Exempt

Status: Full-time

Organization Description: Southside Community Land Trust builds a fair and accessible local food system in Rhode Island by offering access to land, training, resources and support to community and backyard gardeners, beginning farmers and young people.

SCLT was founded in 1981 when residents of South Providence and newly arrived Hmong refugees worked together to grow culturally familiar, nutritious food in the area's first community garden. Somerset Garden not only improved residents' diets and economic self-reliance, it stabilized a neighborhood weakened by arson, neglect and crime. Today, the most significant obstacle to accomplishing our work is the racial injustice that denies Black, Latinx, Asian, Indigenous and all people of color equal access to fresh, healthy and affordable food.

SCLT leases land to 25 farmers who supply fresh fruits and vegetables to 13 farmers markets, roughly 100 food businesses and restaurants and six CSAs. We support a network of 60 community gardens and farms, feeding over 15,000 people every year. We operate three production farms in Providence and Pawtucket where we practice, demonstrate and train others in bio-intensive, small-scale agricultural production. We helped found three farmers markets as well as three growers' collaboratives that enable individual farmers to bring their produce to market.

Position Description: The Development Coordinator works closely with the entire Advancement Team and reports to the development director. The position is responsible for providing additional staff support across all areas of our development team. The successful candidate should work well in a team and be able to manage multiple tasks in a fast paced environment. In addition, this person should be able to manage numerous deadlines at once and complete work in accordance with all reasonable deadlines.

Job Duties:

Donor Relations - Write donor request and acknowledgement letters for fundraising appeals. Produce mailing lists and all elements of the bulk mailing for the membership, annual appeal and other campaigns.

Events - Work with the Development Director to produce and staff fundraising events, including the annual Plant Sale, Harvesting Hope, Harvest Society Dinner, and ribbon

cuttings for new SCLT gardens and farms. Duties including volunteer recruitment and management. Willingness to drive your own or an SCLT vehicle is required.

Database Management and Analysis - Maintain database of all donations and provide reports to the Development Director. Develop and maintain mailing lists for fundraising appeals, enewsletter and semi-annual print newsletter. Manage, record and process donor gifts/payments including memberships and recurring donations.

Grant Applications and Reports - strategize with the Grants Manager to complete a defined number of grant applications and reports each year.

Public-facing Communications - develop, write and edit articles for a defined number of print and email newsletters each year.

This position shall participate in weekly development team and all staff meetings, monthly race equity staff meetings, occasional all staff events, professional development activities and all other responsibilities as assigned. A high attention to detail is required. As is a willingness to work evenings and weekends for events and meetings several times a year.

Desired Experience, Education, Knowledge, and Skills

- Experience, knowledge or interest in fundraising for the non-profit sector.
- Exceptional organizational, customer service and problem solving skills required.
- Proficiency in Excel, Word, Gmail, and databases required. SCLT also uses Donor Pro and WordPress.
- High School Diploma, GED or relevant work experience
- Providence, Pawtucket or Central Falls area resident
- Valid driver's license and clean driving record
- Demonstrated experience with, and commitment to, work that advances race equity and social justice
- Skills in any of the following languages including: Spanish, Portuguese, Cape Verdean, Creole, Swahili

While performing the duties of this job, the employee must have the physical ability to occasionally move/lift heavy objects (25 lbs). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SCLT welcomes your application even if you do not possess all of the attributes listed above. The organization values both life and on-the-job experience and we consider these in all hiring decisions.

Schedule is 40 hours per week. Some evening and weekend work is required.

Compensation for this position will be \$42,000 - \$55,000 and set based on prior relevant experience. In addition to paid holidays that occur during your regular work schedule, the position receives 22 paid days off. This position qualifies for inclusion in the SCLT health and dental insurance plan.

SCLT is an equal opportunity employer. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. We are committed to building a team that includes leadership from the communities that we serve and that represents a variety of backgrounds, perspectives, and skills. Bilingual applicants are strongly encouraged – see above list of desired languages.

Interested candidates should submit a resume and cover letter to Margaret DeVos, Executive Director at jobs@southsideclt.org. Please indicate “Development Coordinator” in the subject line of the email. Applications will be accepted until the position is filled. Projected start date is March 8, 2021