



## **Director of Development and Strategic Projects**

Urban Harvest is searching for an outstanding individual who is a self-starter and strategic-thinker committed to creating a more equitable and inclusive food system. This individual will have significant experience in fundraising, including donor relations and grant management; staff management; program development; budgeting; and communications. In addition, we anticipate this individual will have experience working collaboratively with community-based groups and committees. We invite applications and nominations for candidates with the skills, characteristics, and experience described below.

### **Organization Overview**

The mission of Urban Harvest is to cultivate thriving communities through gardening and access to local, healthy food. Our work addresses urban hunger, good nutrition, community and family development, sustainability, and economic development, and teaches individuals how to feed themselves through their own gardens and farms. Urban Harvest staff and volunteers address these issues by promoting farmers' markets and food security, providing gardening education for all ages, and supporting a network of community and school gardens throughout the greater Houston area. These projects improve food access and promote local food sources while helping families and individuals work productively, sustainably, and creatively on the land.

Founded in 1994, Urban Harvest is supported by a hardworking staff of 12, a dedicated 12-person Board of Directors, a network of thousands of volunteers, and many individuals, families, foundations, community partners and businesses. Our programs create exciting, sustainable avenues for intergenerational interactions, connecting family and individual growers of all ages to the neighborhood, food, land, and people of the local area. Together, we are growing healthier, more sustainable homes and families in and around Houston.

### **Job Description**

Urban Harvest is hiring a Director of Strategic Projects to lead the organization's fundraising efforts. This position will oversee all fundraising activities including: events, donor relations, sponsorship and institutional giving, program outcomes, grant compliance, communications and design. The Director of Strategic Projects will expand and diversify Urban Harvest's fundraising in accordance with the strategic plan, ensuring organizational and programmatic alignment, collaboration, and efficiencies. This position will oversee the fundraising team: a Program and Development Manager who manages grants and program evaluations; an Engagement Manager who manages the volunteer program, fundraising events, communications, and Farmers Market programming; and, a Development Committee. This position will also work closely with the Executive Director on high-level donor engagement and strategy. Finally, the Director of Strategic Projects is expected have a pulse on trends in fundraising in Houston and nationally so that Urban Harvest's messaging remains timely and relevant.

Specifically, the Director of Strategic Projects has the following responsibilities:

Funder/donor engagement and stewardship; identify and cultivate new sources of funding; diversify funding sources; include and leverage committee, board, staff network in fundraising; support fundraising events, and corporate funding initiatives.	40%	X
Nurture programs and initiatives by seeking funding/programmatic relationships; establishing baseline with development team for outcomes aligned with the strategic plan. Manages development/communication staff and Development Board committee.	30%	X
Oversees development team for design, communications, and solicitations, mailings, fundraising pieces, and organization collateral.	20%	X
Participate in community work and collaborative groups that align with strategic goals; maintain and seek out relationships with key stakeholders; support staff to achieve strategic goals.	5%	X
Develop and oversee fundraising budgets, budgeting for new initiatives, incorporating program needs. Liaison with Finance Director and CPA oversight of all grant funding streams.	5%	X

**Desired Characteristics**

1. Experience soliciting donations, managing donor relations, and utilizing a donor database.
2. Experience managing staff, budgets, and outcomes.
3. Ability to manage diverse stakeholders in order to achieve goals.
4. Well-organized, can handle multiple tasks, self-starter.
5. Ability to initiate new relationships and collaborations.
6. The ability to effectively identify and communicate issues and challenges in a timely way.
7. A good listener and a creative problem solver who is savvy, patient, collaborative, and able to reconcile divergent points of view.
8. Personal qualities of commitment, integrity, and sensitivity to the needs of others.
9. A genuine passion for and deep personal commitment to Urban Harvest’s mission.

**Compensation**

The salary for this position will be commensurate with fund development experience and qualifications. The compensation will include a competitive benefits package, paid vacation and holidays.

Interested parties should send their resume to Janna Roberson, M.Ed., Executive Director of Urban Harvest Inc. at [janna@urbanharvest.org](mailto:janna@urbanharvest.org).