

# Job Posting: Development Director

April 15, 2019



## ABOUT MOSES

The Midwest Organic and Sustainable Education Service (MOSES) is a nonprofit that provides education, resources, and practical advice to help farmers grow using sustainable, organic practices. While we offer many programs and services to support farmers, we're best known for hosting the country's largest organic farming conference annually. Our office is in Spring Valley, Wis., equidistant from St. Paul, MN, and Eau Claire, WI. Learn more at [mosesorganic.org](http://mosesorganic.org).

## JOB SUMMARY

The Development Director manages the organization's relationship with grant funders and individual donors. The position reports to the Executive Director and is responsible for researching, pursuing, and securing funds to support the organization's mission and strategic goals.

## DUTIES

### **Grant Management**

- Researches grant opportunities, writes, and submits grants, working with our team to develop deliverables, schedules, and budgets
- Manages system for tracking grant deliverables and submitting timely reports to funders

### **Donor Acquisition and Retention**

- Creates and implements innovative donor development and fundraising plans
- Cultivates new donor relationships and manages existing relationships in collaboration with Executive Director

### **MOSES Organic Farming Conference**

- Manages the VIP Reception held at the conference to acknowledge sponsors, major donors, and key constituents
- Assists the Board of Directors with annual farmer recognition programs

### **Administration**

- Supervises related support staff

## QUALIFICATIONS

- Bachelor's degree or higher in a related field
- Experience with grant writing, fundraising, donor cultivation, and donor retention/management
- Experience in a management-level position
- Strong computer skills for data management
- Valid driver's license
- Prefer knowledge of organic, sustainable, and regenerative farming community

## COMPENSATION & BENEFITS

This is a .8 FTE salaried position in our Spring Valley office with possibility for some remote work and flexible scheduling. Pay is commensurate with experience. Benefits include generous paid time off, retirement contribution, and a health expense reimbursement account.

## HOW TO APPLY

Email a letter of interest and resume to: [hr@mosesorganic.org](mailto:hr@mosesorganic.org). The application will remain open until the position is filled. MOSES is an equal opportunity employer.