



Individual Giving & Donor Engagement Manager

This is a full-time position located in Berkeley, CA and reports to the Director of Development.

Who We Are

The Edible Schoolyard Project (ESY) is a nonprofit organization dedicated to the transformation of public education by using organic school gardens, kitchens, and cafeterias to teach both academic subjects and the values of equity, nourishment, stewardship, and community.

What it Means to Work Here

When you join our team, you are part of a curious, collaborative, equity-focused team that appreciates creativity and finds joy in our collective mission. We are deeply committed to providing an Edible Education using a whole-child educational model which teaches life skills, academics, environmental stewardship, and health in the garden and kitchen classroom. Our work environment appeals to those who are self-starters, enjoy working as part of a small team, and can communicate and engage the ESY vision.

Position Description

At a moment of exciting growth - including partnering with impactful foundations, engaged donors, and corporate partners to achieve revenue goals- the Individual Giving & Donor Engagement Manager plays a critical role in cultivating donor and partner relationships, and assists in the planning and execution of fundraising campaigns and events. The Individual Giving & Donor Engagement Manager is a person who is highly skilled in building and maintaining meaningful relationships and who enjoys detail oriented projects. They thrive in a productive work environment, have the ability to surprise and delight donors and partners, and use creativity to learn and adapt.

Roles and Responsibilities

Individual Giving:

- Assist the Director of Development with the creation and implementation of both a yearly development plan and a long-range plan for charitable giving as a part of the overall development operations' strategic planning process.

- Lead direct mail, digital, email and end-of-year appeals (e.g. Fall appeal, EOY appeal, Spring appeal).
- Identify lower or mid-level donors who have the capacity to become major donors. Work with the Executive Director and Director of Development to cultivate new donor prospects.
- Monitor giving trends and create regular progress reports.
- Maintain pledge records/files in Salesforce; track outstanding pledges and produce donor-centric pledge reminders and reports as appropriate.

Donor Engagement:

- Assist the Director of Development in strategizing and implementing donor cultivation and stewardship events and opportunities.
- Plan and execute development cultivation and fundraising events (e.g. donor cultivation dinners, Fall film event, Spring Benefit)
- Provide logistical support (including vendor coordination, etc.) for fundraising events and act as main point of contact for coordinating timelines
- Collaborate with the Director of Development and ESYF program staff to generate collateral including funding proposals and reports, solicitation appeals, and event related materials.
- Work with the Senior Leadership team to produce an annual Communications Calendar including timelines and content
- Oversee the preparation of the Annual Report.
- Draft and design external communications in collaboration with program teams to promote fundraising priorities, events, and accomplishments.
- Support with donor quarterly Honorable Harvest mailings.

Additional Responsibilities:

- Participates in training to develop knowledge of Development theory and practice.
- Performs other duties as required or assigned by supervisor.

The Strongest Candidate Will Have

- Excellent interpersonal skills, particularly, highly effective written and verbal communication skills.
- A commitment to meticulous data management.
- Previous experience in donor relations or related fields.
- Experience with Salesforce.
- A genuine respect for youth and regenerative organic farming.
- Appreciation and dedication to artful design.
- A curious and constantly expanding mind.

What We Offer

The Edible Schoolyard is offering a competitive compensation package for this position with an annual salary of \$75,000 to \$90,000, with a starting wage based on qualifications and experience. We also offer a generous benefits package including fully-paid health insurance, paid time off, and participation in our 403(b) retirement plan with company contribution. This is a full-time, exempt position.

The Edible Schoolyard is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.

Please email a cover letter and resume to jobs@edibleschoolyard.org