

Plant it Forward Job Description

Development & Partnerships Coordinator

The Development & Partnerships Coordinator plays a crucial role in fostering relationships and building partnerships that help advance PIF's mission, typically focusing on engagement, outreach, and collaboration. The individual will:

- Support the application for and management of grant funding that supports our programs.
- Evaluate existing partnerships for fit and impact; develop new partnerships aligned with strategic goals.
- Support relationship building with prospective partners by scheduling and managing teams of corporate and community volunteers.
- Foster better community relationships by attending community events that increase our visibility and outreach to relevant groups and organizations in areas such as faith-based organizations, refugee services, environmental sustainability and local agriculture.

Reports to: CEO

Salary Range: \$45,000 - \$60,000 annual

Benefits: 401K plan with 2% match (after one year), 12 paid holidays plus 1 paid day off earned each month, complimentary weekly Farm Share subscription (a \$1,800 value), monthly healthcare stipend (\$300 value)

Applicants can send their resume and a short introduction to nirjhor@plantitforward.farm

Job Overview

The Development & Partnerships Coordinator is responsible for building, nurturing, and managing relationships with key stakeholders, including funders, donor prospects, corporations, foundations, schools, community members, organizations, and strategic partners. This role involves developing and executing strategies to engage the community, forming mutually beneficial partnerships, and ensuring that the organization's goals align with the needs and expectations of the communities it serves. This position will serve as the primary ambassador for PIF's community initiatives, and will recruit and manage individual volunteers as well as groups of civic and corporate volunteers.

Key Responsibilities

Partnership Development:

- Identify and pursue strategic partnership opportunities with organizations, businesses, and community groups.
- Create partnership agreements and manage ongoing relationships to ensure mutual benefits.
- Collaborate with internal teams to align partnership goals with the organization's objectives.
- Research, draft and submit fundraising requests and grant proposals.
- Schedule school visits for student tours alongside volunteer groups.

Community Engagement:

- Develop and implement community engagement strategies to increase awareness and support for the organization's mission.

- Organize and participate in community events, meetings, and outreach activities to build and maintain strong relationships with community stakeholders.
- Act as the primary point of contact for community inquiries and feedback, ensuring responsive and effective communication.

Project Management:

- Lead and manage community-focused partnerships from inception to completion, ensuring alignment with organizational goals.
- Monitor and evaluate the impact of community and partnership initiatives, making adjustments as needed.

Advocacy and Representation:

- Serve as an ambassador for the organization in the community, representing its interests and values in a positive and professional manner.
- Advocate for the needs and interests of the community within the organization, ensuring that their voices are heard and considered in decision-making processes.

Communication and Reporting:

- Develop and maintain communication materials, such as newsletters, social media content, and reports, to keep stakeholders informed and engaged.
- Report on the progress and outcomes of community and partnership initiatives to senior management and other relevant parties.
- Maintain accurate records of all community and partnership activities, including contact information, meeting notes, and partnership agreements.

Qualifications:

Education: Bachelor's degree in Communications, Public Relations, Business, or a related field.

Experience:

- 2-4 years of experience in fundraising, community engagement, partnerships, or a similar role.
- Proven track record in developing and managing successful partnerships.
- Experience working with diverse communities and stakeholders.

Skills:

- Strong interpersonal and communication skills, with the ability to build and maintain relationships with a variety of stakeholders.
- Excellent project management and organizational skills.
- Ability to work independently and as part of a team.
- Proficiency in using digital communication tools and social media platforms.

Personal Attributes:

- A passion for community development and social impact.
- Ability to think strategically and creatively.
- High level of cultural competency and sensitivity.
- Language skills in other languages spoken by our farmers (French, Swahili, Spanish, Burmese) a plus

Work Environment:

- Will require evening and weekend work to attend community events or meetings and manage groups of volunteers.
- Some travel may be required to meet with partners or attend events.