

We're looking for a...

Fundraising Director (part-time)

Boston Farms Community Land Trust is seeking an organized individual with strong writing and strategic planning skills to lead executing grant applications, tracking donor information, donor relations, and organizing events -- to raise resources to support our mission, and to grow their role and capacities over time.

- **Hours:** Half-time (20 hours/week, flexible scheduling)
- **Location:** [Fowler Clark Epstein Farm](#), Mattapan (most work can be done remotely; some in-person meetings; familiarity with the Boston-area is preferred)
- **Application Deadline:** ASAP
- **Compensation:** \$35-50/hour depending on experience

Responsibilities:

- Lead the execution of our annual fundraising planning process to produce effective strategies to achieve income targets across a range of revenue streams
- Co-Chair the fundraising committee along with a board member
- In cooperation with the executive director, lead the development of any long-term strategy to achieve agreed long-term organizational goals
- Pursue foundation and government funding: research and identify prospects, write grant proposals, and oversee grant monitoring and reporting
- Manage donor research, cultivation, tracking, correspondence, and acknowledgment
- Fostering ongoing relationships with donors
- Oversee entry and tracking of fundraising data; assist with database creation and management
- Organize semi-annual fundraising events

- Assist with other fundraising efforts as needed

Requirements:

- Strong writing and research skills; highly organized and efficient
- Experience with nonprofit fundraising
- Comfort with Google Docs, Microsoft Word/Excel, or equivalent programs
- Comfort and experience working with the diverse communities of Boston
- *Preferences:* Background in grant writing; experience with Salesforce database system
- *Key Characteristics:* driven, self-motivated, self-directed, eager to learn, personable, diligent, flexible

About Us: Boston Farms is a Black-led, community land development and management nonprofit. We build and protect urban farms across the neighborhoods of Roxbury, Dorchester, and Mattapan, making our farms accessible to Black and Brown neighborhood farmers and supporting their success. We own [5 sites](#) and are actively expanding. In early 2020, the board adopted a [3-Year Strategic Plan \(2020-22\)](#).

To Apply: Please be sure to read this posting thoroughly. If interested, please email your cover letter and resume to jobs@bostonfarms.org with the subject line 'Fundraising Manager Application'. ***Applications close on April 30th.*** We welcome diverse candidates and residents of our neighborhoods of Mattapan, Dorchester, and Roxbury.