



Development Coordinator

Foodwise is a nonprofit organization dedicated to growing thriving communities through the power and joy of local food. Our vision is to inspire a world that nourishes all people, local economies, and the living earth. We operate the Ferry Plaza Farmers Market and Mission Community Market in San Francisco, and offer food access and education programs for eaters of all ages. Foodwise is committed to diversity, equity, inclusion, and justice in our programs and across all aspects of our organization.

Foodwise is seeking a Development Coordinator who is skilled in Salesforce's Nonprofit Success Pack (NPSP), with some experience in office administration, fundraising, and volunteer management. We are looking for candidates who are passionate about farmers markets, education, and community. The Development Coordinator is part of a fundraising team of three, and reports to the Director of Development.

Responsibilities

Salesforce NPSP Database (40%)

- CRM database development
 - implement and evolve Foodwise's existing Salesforce Project Plan
 - partner with Director of Development and an external advisor to assess current use and develop staff training modules
 - develop, improve, and document workflows and software integrations
 - ensure that integrations are functioning properly
 - conduct Salesforce staff training and onboarding processes
- Data management
 - maintain accurate and current Salesforce records for constituents, including board and committee members, sponsors, attendees, volunteers, and donors
 - upload individual donations and ticket transactions from third-party platforms such as Network for Good, Benevity, YourCause, and Eventbrite
 - support grants management with Salesforce opportunity data entry
 - work with development team and bookkeeper on monthly reconciliation between Salesforce and Quickbooks, and quarterly budget reporting process
 - generate reports and exports from database
 - conduct regular data hygiene, deduping, updating contact records, etc.

Individual Giving (25%)

- Manage three individual giving campaigns annually (spring, summer, and year-end)
 - work with Director of Development and Communications Director to develop financial goals, messaging, and timelines for online, mail, and in-person campaigns

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- work with Director of Development to solicit matching gifts to kick off campaign
- manage communications such as thank you emails, phone calls, and letters
- analyze campaign results to strategize for future campaign planning
- Perform regular, calendared production of gift acknowledgement letters
- Develop and maintain positive relationships with cash and in-kind donors
- Work with Director of Development to identify donors for major gift cultivation
- Manage year-end holiday card mailing

Volunteer Program (20%)

- Develop and supervise a comprehensive volunteer program, including:
 - ongoing recruitment to maintain a list of 200+ active volunteers and interns
 - schedule and conduct three volunteer orientations per year
 - answer inquiries and send monthly volunteer opportunities email
 - on-site training and coordination
 - engagement, enrichment, and appreciation
- Operate group volunteer program
 - respond to inquiries and communicate with groups
 - create and process agreements and collect payments
 - schedule and facilitate group volunteer sessions
 - coordinate with Partnerships & Events Manager for corporate cultivation
- Coordinate with all staff to promote and fill volunteer needs and opportunities
- Establish and maintain volunteer program records and documentation
- Work with the Director of Development to track individual volunteer-to-donor cultivation

Fundraising event support (10%)

- Assist with the execution of fundraising events and activities, including Summer Bash (July), Sunday Supper (October), and Seller Appreciation Luncheon (winter)
- Support Partnerships & Events Manager in data processing and task coordination
- Help solicit and record auction, raffle and other in-kind donations
- Help record guest registration details and process individual donations
- Recruit and coordinate volunteers for duties related to events
- Participate in events work as assigned, including prep, event, and cleanup days

Other Responsibilities (5%)

Work with Foodwise team to support administrative and program activities, such as:

- Participate in racial equity work to advance Foodwise's Diversity, Equity, Inclusion, and Justice (DEIJ) framework and plan, and actively strive to advance DEIJ in all work
- Participate in team planning to advance organizational goals
- Rotate with all staff in monthly meeting facilitation and office cleaning calendar duties
- Occasional office admin and program support duties as assigned

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About You

You are a hardworking, responsive, and skilled nonprofit professional and collaborative team player who is excited to create and maintain efficient systems and processes. You excel at nurturing relationships with community members and are passionate about good food, grown with sustainability.

Minimum Qualifications

- Salesforce admin proficiency (ideally with NPSP experience)
- High technical affinity, including Google Suite, MS Office, and Asana, and ability to quickly learn and adopt new platforms and tools
- Minimum two years experience in the nonprofit sector
- Demonstrated expertise in fundraising, especially individual giving campaigns
- Enthusiastic personality and a positive, can-do attitude
- A commitment to anti-racist, community-centric fundraising
- Strong interpersonal and communication skills, and high emotional intelligence
- Ability to maintain great working relationships with a variety of constituents
- A self-starter with proven experience managing multiple priorities
- Demonstrated project management practices with high organizational skills and attention to detail
- Strong writing skills for a variety of correspondence, including written reports, formal and informal emails, internal procedures, informational documents, and contracts
- Experience recruiting and managing volunteer teams
- Experience managing project and program budgets

Desired Qualifications

- Bachelor's degree or equivalent work experience relevant to this position
- Experience with large fundraising events and/or capital campaigns
- Familiarity with farmers markets, small farm operations, and sustainable food systems, and food access and equity issues, with an understanding of the Bay Area food landscape

Job Parameters

- **Position type:** This position is a full-time, non-exempt status hourly role with an expectation of 40 hours per week.
- **Duration:** The job as described is a three-month position from November 2024 through January 2025 with the possibility of permanent placement. Job duties and priorities may shift after January in consideration of Foodwise's staffing matrix, but will retain Salesforce and Individual Giving focus.
- **Schedule:** The work schedule is generally Monday-Friday or Tuesday-Saturday, 8 hours/day. This position requires in-person work at the San Francisco Ferry Building at least three days a week, with a work-from-home policy of up to two days a week. This position must attend evening and weekend events and programs, averaging one Saturday and one evening per month.

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- **Pay:** \$31-\$34 per hour, depending on experience.
- **Benefits:** Workers' compensation coverage, earned sick leave (one hour earned for every 30-hours worked), paid vacation accrued at 15 days annually to start (increases by one day each year to cap at 20 days annually), and 13 paid holidays provided. Medical, vision, and dental care benefits are through Kaiser plan with \$15 copay (employer pays 80% and employees pay 20% of monthly cost). Additional benefits include 401(k) plan with company match up to \$1430 annually, pre-tax commuter benefit, \$60 monthly wellness reimbursement stipend, and professional development allowance.
- **Reports to:** Director of Development

To apply, please send a cover letter and resume to Jess Frye at development@foodwise.org by end of day, Monday, October 14, 2024. Desired start date: November 4, 2024. Email submissions only; no phone calls, please.

Foodwise is an equal opportunity employer that strives to create a diverse, equitable and inclusive workforce. We strongly encourage people of color, LGBTQ individuals, and people with other marginalized identities to apply.