



NEIGHBORHOOD ROOTS

Position title: Development and Administration Manager

Posted for 2022 market season

\$20-24/hour DOQ

Neighborhood Roots is a 501(c)(4) nonprofit organization that operates Kingfield, Fulton, Nokomis and the Neighborhood Roots Winter Markets in south and southwest Minneapolis. Our mission is to bring neighbors together to buy, eat and learn about local food. We support local farmers and small businesses, promote vibrant community and affect important changes in food and agriculture policy. The organization supports over 110 local farmers and small businesses, and welcomes over 85,000 visitors to its markets each year.

The Development and Administration Manager is responsible for the fundraising and administration management functions of Neighborhood Roots. The Development and Administration Manager will work closely with our Market Manager to support our vendors and build strong relationships with neighbors and community partners. This position reports to the Board of Directors.

This is a part-time position (approximately 20 hours a week) that works remotely. Strong candidates will have a passion for local food; experience with nonprofit development; excellent finance, communications and organizational skills; and the ability to work both independently and closely with others of a variety of backgrounds.

Essential Functions

Development:

- Oversees fundraising efforts (business donors, grants, individual donors, events) in conjunction with the Board of Directors and any development committees
- Effectively articulates, verbally and in writing, Neighborhood Roots' history, mission, and vision to potential funding sources
- Canvases neighborhood small businesses, corporations, and other mission-aligned entities to secure new sponsors
- Helps to bring in new donors, convert one-time donors to sustaining donors, and inspire lapsed donors
- Identifies potential grant sources and supervises the execution of grant proposals

- Manages the writing of high-quality grant proposal narratives, applications, and supporting documents
- Develops and maintains positive relationships with new and existing sponsors and donors
- Ensures execution of funding commitments and periodic reporting requirements
- Maintains donor and sponsor database

Financial management:

- Responsible for financial operations, including budgeting, revenue and expense management, and financial reporting, in conjunction with the Treasurer
- Works with the bookkeeper on maintaining accurate and timely financial reporting. Provide information/support for accounting entries
- Signs and issues checks; audits accounts for uncashed payments and works with Market Manager to follow up as needed
- Works with the insurance agent on policy renewals
- In conjunction with the Treasurer, ensures all tax and related filings are made and taxes paid

Administrative support:

- Responds to general informational inquiries via phone and email
- Maintains website information
- Maintains shared drive and all accounts needed to maintain organizational operations
- Coordinates scheduling and packets for Board of Directors meetings
- Attends Board of Directors meetings and committee meetings (includes approximately 2-3 evenings per month)
- Maintains board contact lists and training materials
- Maintains and updates essential organizational documents, including annual vendor rules and regulations
- Assists with prospective board member identification and recruitment
- Maintains awareness of emerging trends and policy issues affecting the organization, including national and local foods systems related happenings and events

Communications:

- Supervises and regularly contributes content via social media and other communication channels
- Develops and implements strategies for attracting, engaging and welcoming new and diverse customer bases
- Co-authors market e-newsletters with assistance from Market Manager
- Writes occasional articles and content for local newsletters and publications

Community outreach:

- Represents Neighborhood Roots in the local foods community and promotes awareness of its mission

- Represents Neighborhood Roots to the media and neighborhood associations and organizations and promotes awareness of its mission
- Builds relationships and maintains contact with the local foods community, the media and neighborhood organizations

Required Skills & Qualifications

- Demonstrated leadership and strategic-decision making skills
- Strong interpersonal skills; ability to work collaboratively and develop positive relationships with board members, sponsors, donors, and other stakeholders
- Minimum of one year of experience fundraising for nonprofit organization and familiarity with local, regional and national network of donors/funders
- Demonstrated capacity to secure funding from individual donors and corporate sponsors/donors
- Excellent interpersonal skills and proven experience cultivating and stewarding strong donor relationships, including Individual and corporate donors
- Proven writer and communicator able to articulate complex ideas in a compelling format
- Ability to plan, monitor, and evaluate budgets
- Excellent oral and written communication; comfort with public speaking
- Ability to manage many projects, priorities, and relationships simultaneously
- Effective time-management skills; ability to meet deadlines
- Commitment to fostering a collaborative, inclusive, and welcoming organizational culture internally as well as via the markets and in community relations
- Ability to work outdoors under unpredictable weather conditions
- Ability to lift up to 50 pounds and transport farmers market related equipment

Desired Skills & Qualifications

- Availability 1-2 weekends (6:45 a.m. – 2:30 p.m.) per month from mid-May through October to work on site at our markets
- Knowledge of and demonstrated passion for local and sustainable food systems, food justice, and/or community development work

Neighborhood Roots offers flexible and remote scheduling outside of market hours and a partial health insurance or technology stipend.

To apply

Send a cover letter and resume to chair@neighborhoodrootsmn.org.