

## **Job Announcement**

**Application Deadline:** March 17, 2010

**Start Date:** May 10, 2010

**Position:** Full-time Development Officer

**Salary:** \$32,000 plus 100% health care coverage, 5 weeks paid vacation and other generous leave and retirement benefits.

Rural Advancement Foundation International-USA (RAFI-USA) is seeking a full-time professional fundraiser to help grow the organization. The Development Officer has responsibility for prospecting, writing and reporting activities for a wide range of grants sources. The Development Officer will work with RAFI staff to establish and implement effective development strategies and plans.

**Organization:** RAFI-USA is a nonprofit organization dedicated to sustaining family farms, rural communities and food security. RAFI cultivates markets, policies and communities that support thriving, socially just and environmentally sound family farms. The RAFI office is located in Pittsboro, NC, a vibrant rural community near the Research Triangle – Raleigh, Durham and Chapel Hill. For more information, visit our website at [www.rafusa.org](http://www.rafusa.org).

### **Key Responsibilities:**

- Develop, write, and submit effective grant proposals to funders in collaboration with Executive Director and program staff; conduct appropriate follow up as needed including confirming receipt and organizing site visits or conference calls.
- Regularly convey program results to funders through grant reports, timely acknowledgments, and other funder communications.
- Work with administrative and program staff on program budgets and financial documentation for proposals and reporting.
- Work with administrative staff to develop annual income budget that meets RAFI goals and objectives; establish fundraising strategies and plans for foundation, church, public and corporate sources.
- Develop, manage and track calendar of grant application and reporting deadlines and provide regular reports on activities and progress.
- Identify and research potential foundation and corporate funders.
- Meet regularly with appropriate administrative and program staff to strategize approaches to prospective funders, ensure deadlines are met, and ensure proposal and reports accurately reflect organizational goals and accomplishments.
- Participate in organizational strategic planning and program development activities including staff meetings, quarterly check-ins, and individual planning sessions with program staff.
- Track and manage all current and potential grant opportunities and funder communications.

### **Qualifications:**

- 3-5 years development experience with proven success in fundraising with foundations and other sources

- Outstanding grant-writing capabilities
- Excellent writing, communication and organizational skills.
- Exceptional interpersonal and relationship-building skills.
- Facility with using common computer software, information databases, internet and email.
- Enjoy working independently as well as part of a team.
- Enthusiastic, energetic, “can-do” attitude
- Passion for justice and interest in agriculture and farm sustainability.
- Experience with individual donors a plus.

**EOE:** RAFI is an equal opportunity employer and encourages applications from women and people of color.

**Applications:** E-mail (1) a cover letter explaining qualifications for and interest in position; (2) resume; and (3) list of three references to: robin@rafiusa.org. Please type “Development Officer” in the subject line.