Development Associate

Mission: Cultivating environmentally sound, economically viable, community-focused farms and food systems

Position overview: Are you an organized and outgoing individual with a passion for local, sustainable farms and food systems? We’re seeking a Development Associate to help us engage our members and donors and cultivate more support for our work. This position will assist the Director for Development with managing the annual plan for fundraising campaigns and strategies and help maintain engagement with existing corporate, farm and non-farm business, individual, and lifetime members. The Development Associate will contribute inventive, creative ideas for tracking contributions, engaging donors on their journey with the organization, and fundraising for a wide range of programs, including an annual conference, year-round educational events, community outreach, research, policy, and farmer training, and agricultural technical services.

The right candidate is capable of working both collaboratively and independently; committed to open communication; and comfortable adjusting according to feedback.

While this is a primarily remote position, the Development Associate will operate within Pennsylvania with some in-person work days in Harrisburg and regular travel throughout the Mid Atlantic region being required for meetings and events. Office space is available in Harrisburg. All employees are required to attend our in-person staff retreats and our annual Sustainable Agriculture Conference, which takes place each February in Lancaster, PA. All employees must comply with Pasa’s remote employee policies.

Responsibilities

- Perform outreach to thank mid-level donors based on an automated Salesforce plan
- Complete, or schedule for the Director, monthly, quarterly, and annual deliverables for all donors and members.
- Ensure that campaigns and fundraising strategies are being followed.
- Coordinate meetings for each campaign with Communications staff, Development staff, and contractors
- Track donors with engagement plans and work with our communications team to build content and messaging that connect our major donor goals with the highlights in our storytelling
- Help build marketing and outreach packages that are sent to members and community small-scale individual donors
• Coordinate meetings with Pasa team members
• Attend Pasa and agriculture-related events

Qualifications

• Ability to develop, document, and implement processes and systems
• Excellent verbal and written communication skills
• Genuine interest in people and in equitable, sustainable agriculture
• Embraces technology and, yet, understands the value of hand-written notes
• Experience with customer relationship management (CRM) software
• Proven track record with relationship building
• Self-directed and able to collaborate with programmatic goals
• Commitment to Pasa’s mission and commitment to advancing diversity, equity, inclusion and justice
• Reside within Pennsylvania or within 150-mile radius of Harrisburg, Pennsylvania
• Valid U.S. driver’s license

Preferred Qualifications

• Experience in accounting or payment tracking
• Educational or professional background engaging partners, stakeholders, and donors in the food system
• Experience with Salesforce and Google suite

Compensation: This is a full-time exempt position. Annual salary is based on experience and is negotiable within the range of $38,000 to $42,000. Benefits include health, vision, and dental insurance; 401K retirement match; flexible scheduling; and a generous leave policy. A work computer is provided, and work-related travel expenses are reimbursed.

How to apply: We are committed to advancing diversity, equity, inclusion, and justice through our hiring practices. This entails reviewing application materials anonymously (without the applicant’s name exposed) to help prevent potential unconscious bias. Please remove your name and email address from your cover letter and resume. Please adhere to the following protocol when submitting your application materials:

• Step 1: Complete this short questionnaire. All applicants are required to complete this anonymous questionnaire to (1) help us know whether this job opportunity has been accessed by a diverse pool of candidates and (2) to receive an applicant ID number to continue the application process. Your anonymous survey
responses are not connected to your application materials and will not affect hiring decisions.

- **Step 2: Record your applicant ID number.** After completing the above questionnaire, you will receive an applicant ID number. This number is unique to you and your application.

- **Step 3: Name your resume as “[Applicant ID] Resume” (e.g. 123456 Resume).** Please do not include any part of your name in the file name (e.g. don’t use “Doe 12345 Resume”).

- **Step 4: Name your cover letter as “[Applicant ID] Cover Letter” (e.g. 12345 Cover Letter).** Please do not include any part of your name in the file name (e.g. don’t use “Doe 12345 Cover Letter”).

- **Step 5: Upload your resume and cover letter.** Upload instructions will appear upon completing the questionnaire above. You will also be emailed an upload link.

**Reminder:** Application materials should not contain your name or email address.

Initial interviews will be conducted remotely via Zoom. Job postings will remain open until the position is filled. Anticipated start date for this position is October or until filled.

If you have any questions, please contact jobs@pasafarming.org.

---

**Employee value statement**

**We are passionate about effectively advancing our mission.** We value employees who:

- share our passion and can clearly communicate the value of our work to diverse audiences;
- are committed to advancing diversity, equity, inclusion, and justice;
- anticipate and address roadblocks or other challenges;
- stay current on trends in the field;
- embrace and accommodate change;
- contribute diverse viewpoints and experiences; and
- continuously advance their knowledge and skills through professional development.

**We strive to create a work culture that promotes both independence and collaboration.** We value employees who:
● are committed to fostering a connected, respectful, and responsive work environment, whether work is being conducted remotely or in person;
● exemplify honesty and integrity;
● possess excellent interpersonal skills;
● exercise good judgment and take initiative when needed;
● celebrate each other’s growth and accomplishments; and
● recognize their own strengths and also when to seek more information or guidance.

We take pride in the quality of our work. We value employees who:

● consider the big picture while paying close attention to accuracy and detail;
● can clearly and thoughtfully communicate in person and in writing;
● are highly organized; and
● seek to find better ways to do things.

We believe balance makes us more effective. We value employees who:

● prioritize their personal wellbeing;
● take breaks and time off to re-energize and ground themselves; and
● communicate when they need support.

We are an equal opportunity employer and encourage people of color; Indigenous people, LGBTQ+ people; veterans; people with disabilities; people who have been formerly incarcerated; and others who are underrepresented within the environmental nonprofit sector to apply.

COVID-19 staff policy: As of October 24, 2022, Pasa staff are not required to be vaccinated as a condition of employment. However all staff must privately disclose their vaccination status to Human Resources upon hire. All staff, regardless of vaccination status, are required to conduct COVID-19 rapid tests before and after attending any indoor event or meeting hosted by Pasa. This policy is subject to change as the COVID-19 pandemic continues to evolve.