



November 2021

## Mill City Farmers Market & Mill City Farmers Market Charitable Fund

### Development Manager Job Description

One of the things we have all come to become grateful for in the last two years is the ability to spend more time with family and those we love, even if that means taking risks or making life changes. Our Development Manager just made one of these tough life decisions, leaving a job she loved so she could move closer to family and loved ones. We are now searching for someone new to join our team.

Are you looking for a change? Are you passionate about supporting small family farmers and increasing access to local, healthy, food? Are you seeking an environment that allows work life balance? Are you interested in joining a team of regenerative farming enthusiasts? This might be the perfect job for you.

The Development Manager (DM) will play a critical role in supporting the Mill City Farmers Market (Market) and [Mill City Farmers Market Charitable Fund](#) (CFund). The DM is responsible for raising money and developing partnerships. The position involves identifying, soliciting, and stewarding current and prospective donors and maintaining strong community support and partnerships. The DM creates and maintains all donor records, as well as plans and oversees fundraising events, supports our creative sponsorship strategy, and drives our individual donor strategy & communications. Reporting to the Executive Director, (ED) the DM will collaborate closely with the staff and board on the Market & CFund's strategic direction.

### Major Responsibilities

- Develop and lead a multi-year, sustainable fundraising strategy and plan
- Identify potential sources of funding (individual, foundation, grant agencies, and corporate sponsors) through prospect research, make initial contacts, secure funds and cultivate relationships in new and exciting ways.
- Plan and implement the CFund [Friends of the Market](#) annual fund program.
- Develop strategies to grow relationships with high level donors and increase major gifts.
- Exhibit a passion for the mission and be visible in the community and at meetings & events telling the story of the market and the CFund and the donor's role in achieving our goals
- Attend several markets to welcome and thank sponsors, promote educational programming, and engage donors and the community.
- Work with the ED, staff and volunteers to plan and execute the annual Harvest Social Dinner. The DM will oversee the Harvest Social Committee and be responsible for achieving fundraising goals for ticket sales, event sponsorships, the live auction and Fund a Need.
- Leverage organizational connections to plan and curate the Harvest Social auction.
- Ensure that fundraising strategies and activities effectively meet goals and are consistent with market mission, values, and onsite logistics.
- Generate donor pitch materials, communication, and campaigns
- Maintain development reports, data base, mailing lists, gift records and acknowledgements
- Engage boards and staff to support the development goals

## Education and Experience

- Bachelor's degree (preferred)
- Experience working with or in local food, food access, agriculture (strongly preferred)
- Minimum of 2-4 years of experience with nonprofit event planning, development, building donor base, donor relations, and/or organizational communications
- Demonstrated track record of developing and maintaining relationships
- Strong verbal and written communication skills and organizational writing experience
- Good interpersonal skills and the ability to interact with a diverse group of people, including fellow staff members, market vendors, and donors
- Experience with ETapestry (or CRM databases), Google suite(preferred)
- Interest and ability to work independently in a fast-paced environment with effective time management and organizational skills
- Willingness to work outdoors in a variety of weather conditions at market or events.

## Hours & Salary:

At Mill City Farmers Market, we value employees who know how to balance life and work. Schedules are flexible with core office hours taking place Tuesdays – Saturdays 9 am and 5 pm.

- This is a part-time position, from 16-20 hours per week, (hours vary slightly seasonally).
- Part-time annual compensation ranges from \$22,000 – \$34,000 depending on agreed upon hours and commensurate with experience. MCFM benchmarks its compensation ranges with support of MN Council of Nonprofits bi-annual MN Nonprofit Salary & Benefits Survey.
- Must be available to work some Saturdays May-Oct. (8m-1pm) and Nov.-April (10am-1pm).

## About Mill City Farmers Market and Mill City Farmers Market Charitable Fund

Mill City Farmers Market (Market) and Mill City Farmers Market Charitable Fund (CFund) are sister non-profit organizations based in Minneapolis. The Market is entering its 17th season. The Market brings together farmers, artisans, multi-cultural food traditions, kid's activities, and live music to educate consumers about sustainable and organic agriculture. We build connections and foster relationships between farmers, entrepreneurs, and customers in a fun and lively environment. It is much more than a market; it is an educational experience. Our Charitable Fund is actively involved in the community with educational and food access programming, grants and outreach to build a stronger, more regenerative regional food system.

**Applications accepted on a rolling basis. Job to be filled December 2021**

Please send your cover letter, resume and three references to:  
Martha Archer, Executive Director, [Martha@millcityfarmersmarket.org](mailto:Martha@millcityfarmersmarket.org)

More information at [www.millcityfarmersmarket.org](http://www.millcityfarmersmarket.org)