



Director of Grants & Development

Poughkeepsie Farm Project

Updated 1/16/2024

Poughkeepsie Farm Project (PFP) is a farm-based non-profit organization committed to cultivating a just and sustainable food system in the Mid-Hudson Valley. On our member-supported farm in the City of Poughkeepsie, we grow fresh vegetables and fruit for our CSA, train future farmers, provide hands-on educational programs, and improve access to healthy locally-grown food. Our mission is to cultivate local leadership in sustainable farming, food access and education, and foster an inclusive, welcoming community for everyone.

Organizational Structural Overview

PFP utilizes a Shared Leadership structure rather than a traditional hierarchical organizational chart. The organization is led by 4-5 Co-Directors. Staff are organized in “Circles” (similar to teams) that convene staff to focus on specific areas of work, such as Admin & Finance, Communications, Development, etc.

Overview of Position

PFP seeks an experienced Director of Grants & Development to join PFP’s Co-Director Team, which shares executive leadership over the organizations’ programs, operations, grants, finances and work practices. This role serves as the steward of the Grants Circle and the Development Circles, and as a supporter in the Admin & Finance Circle and the Communications Circle. The Director of Grants & Development will work closely with the Director team to ensure alignment with PFP’s strategic plan, and cultivate strong, sustainable mission-aligned evaluation practices and policies, especially related to their area of expertise: grant writing, managing funder relationships, grant compliance reporting, and development work related to events and digital fundraising. The ideal candidate for this position is a highly collaborative and organized leader with a strength for leading long-term strategic development and grant initiatives, coordinating fundraising initiatives, and developing new grant pipelines while maintaining relationships with current grantors. They have a demonstrated track record of integrating a strong race equity analysis to their work.

Position details: Full-time Salaried Exempt (based on 40-hour work week)

Start date: February 15, 2024

Location: Poughkeepsie, NY with some possibility of remote work

Supervisor: Board of Directors; Peer Supervision with Director Circle

Supervisees: This position has the potential for supervising other employees and consultants; initially they will manage members of their circles and volunteers

Circle Stewardship: Development Circle, Grants Circle, Director Circle (Rotating stewardship), General Circle (Rotating stewardship)

Circle Participation: Admin & Finance Circle, Communications Circle

Circle Responsibilities:

Development Circle Steward (25%)



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- Convene and facilitate regular meetings of the Development Circle to engage and support staff and Board of Directors members engaged with development activities
- Effectively and appropriately lead foundation and funder outreach activities within the Development Circle according to the fundraising plan created within the Circle.
- Lead the coordination and implementation of annual fundraisers, including direction of volunteers and support to BOD members
- Maintain and build relationships with staff program leaders, funders and strategic partners; Research new funding and development opportunities in both the private and public sectors and at local, state and federal levels

Grants Circle Steward (45%)

- Convene and facilitate regular meetings of the Grants Circle to engage and support staff and Board of Directors members engaged with grants activities
- Holds responsibility for grants compliance, with support from Co-Directors and program staff, including the requirements of individual grants and relevant registrations necessary for government contracts
- Prepare, organize and submit all grant submission materials, including drafting compelling proposals, letters of interest, grant application narratives, and budgets that fully encapsulate program value and success
- Collaborate with organization leadership and staff to develop content of grant applications as needed and finalize grant submissions
- Monitor grant applications and follow up with funders as needed
- Monitoring and maintain funder deliverables and reporting schedules, as well as requirements for all in-progress grant applications
- Engage program staff at the outset of awarded grants; follow up as needed to make sure deliverables are on track and all staff understand their roles in the implementation
- Prepare, submit and follow up on grant reports, financial reimbursement claims and spend-down tracking
- Represent PFP at webinars and trainings required for grant compliance
- Collaborate with leadership to track and ensure documentation of progress towards organizational and programmatic outcomes and goals
- Maintain a regular visitation relationship with program circles (i.e. Education Circles, Community Engagement Circle) and the Development Circle in order to collaborate, share data, and stay abreast of program changes and details
- Maintain and monitor central calendar and database of grants and prospects, deadlines, reporting schedules and requirements, and library of grant support materials.

Communications Circle participation (6%)

- Drafting compelling progress reports and targeted updates (e.g. blog posts, press releases, social media) to funders that fully capture programmatic success and funder requirements.
- Ensure that grantor's publicity requirements are met upon award
- Execute thank you letters to funders in a timely fashion, and coordinate with administrative staff and Development Circle to ensure proper acknowledgment of funders and utilization of funder engagement activities



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- Collaborate with Comms Circle to create all fundraising events communications and calls for support and sponsorships.

Admin & Finance Circle participation (6%)

- Lead for the filing and administration around organizational compliance for grants such as Char 500 and Grants Gateway compliance
- Collaborate with the Director of Finance and Operations to create grants financial tracking and facilitate communication with the Finance Committee regarding grants and fundraising events revenue streams

Director Circle participation (20%)

- Contribute to the development and execution of PFP's organizational strategy as an integral member of the Director Team, and maintain a strong working knowledge of PFP's current programs and future goals
- Ensure the representation of a strong race equity analysis in PFP's programs, operations and strategic priorities
- Responsible for the development and implementation of our strategic plan and accountability to our organizational values with members of their team;
- Responsible for ensuring the organization's compliance, efficiency, and performance is executed in alignment with the strategic plan and grant requirements
- Communicate effectively with the Board of Directors and attend monthly Board meetings, ensuring all Board members clearly understand the organization's financial health and sustainability as well as their role within this
- Attend and share facilitation of relevant staff meetings
- Lead the development of policies for PFP with a cooperative and equitable lens that reflect the organization's core values, especially in their area of core responsibility
- Participate in regular peer review with PFP's team of Co-Directors
- Represent and advocate for the organization in public
- Collaborate with the Director team and the Board of Directors Development Committee to develop creative and diverse fundraising strategies, and contribute to occasional fund development activities (ie. donor stewardship and grant writing)

Other related assignments as necessary. We know it's impossible to convey every single task for a particular job in a single job post. Our hope is that as we work together we can use this job as a starting point so that your role can evolve over time and we can adjust your job description accordingly.

Qualifications:

- 5-7+ years of relevant professional experience in leading and implementing fundraising, grant writing and grant reporting. Experience managing Government Grants is preferred.
- Fluency in the Google Suite is required, as is a willingness to navigate various online grants submission portals. Experience with donor development / CRM software systems is a plus.
- Strong verbal communication skills and exceptional and demonstrated analytical and persuasive writing skills, superior editing skills, and the ability to convey complex information in a clear manner
- Ability to work under pressure to meet deadlines without sacrificing quality



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- Ability to self-organize and manage multiple tasks under minimal supervision in an effective and efficient manner. Strong detail orientation with a particular attention to catching mistakes and inconsistencies others may have overlooked
- Proactive participation in our organization's effort to uplift all workers as leaders, and to cultivate an environment that intentionally uplifts LGBTQ+ people and Black, Indigenous and People of Color.
- Willing to participate in organization-wide conversations about continuing to transition towards a shared leadership structure and deepening our internal and external social and food justice work. Examples: Non-violent communication, anti-racism especially in food systems, democratic decision making.
- Additionally, the ideal candidate will also have familiarity with local Hudson Valley and New York funders

Compensation and schedule:

- Annual salary of \$52,000 (commensurate with PFP's senior leadership team)
- Generous contribution to their individual health insurance premium coverage, as well as access to dental insurance
- A half-share full season CSA share (an average of 5-10 lbs of food) and access to our Pick-Your-Own fields (including small crops such as strawberries, cherry tomatoes, peppers, etc.) and access to discounted "Share Add-ons" such as yogurt, cheese, fruit, and egg shares.
- Generous paid time off starting at 21 days of vacation time in the first year, and 10 sick days

Application Process:

To apply, please email the following application materials to PFPAAdmin@farmproject.org with "ATTN: Director of Grants & Development" in the subject line:

- Cover letter
- Resume
- 1-2 writing samples relevant to the position - feel free to redact as needed (ie. grant application, proposal or LOI)
- Response to the question (between 1 paragraph and 1 page in length):
 - *At Poughkeepsie Farm Project, our core values are cultural inclusion & diversity, transparency, collaboration, and accessibility. We are on a journey to identify and unlearn those practices which are barriers to our embodiment of those core values. Please select 1 of the core values listed above, and share how your personal or professional experience has helped to form your understanding of what that value looks like in practice.*

The priority deadline for applying is February 15, 2024 but applications will be accepted until the position is filled.

Poughkeepsie Farm Project is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law. We strongly encourage people of color, people from working class backgrounds, women,



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LGBTQ people, or those who are members of other marginalized communities to apply. We are willing to offer the necessary training to the right candidate, and have offered the list of qualifications as a set of guidelines, rather than as a mandatory list. If you have a passion for our work and believe that you can contribute to the growth of our organization, please reach out even if you are unsure whether you meet all of the qualifications listed.