

Plant It Forward

Development & Partnerships Manager

About Plant It Forward

Plant It Forward transforms underutilized land into thriving farms where beginning farmers build successful agricultural businesses. Through our demonstration farms, workforce development programs, and regional Food Hub, we help aspiring farmers access land, training, markets, and relationships they need to succeed while strengthening Houston's local food system.

As we continue to expand across the Houston region, we're seeking an entrepreneurial, relationship-driven professional to help build the partnerships, funding, and community support that will fuel our next chapter.

Position Summary

The Development & Partnerships Manager helps grow Plant It Forward's fundraising, partnerships, and community engagement by building relationships, securing funding, and strengthening the organization's external presence.

Working closely with the CEO and leadership team, this individual will strengthen relationships with foundations, corporations, government agencies, and community partners, coordinate external communications, and expand Plant It Forward's fundraising capacity and visibility across the Houston region.

Working across Farm Programs, Food Hub Operations, and leadership, the Development & Partnerships Manager will cultivate meaningful partnerships, strengthen donor engagement, and position Plant It Forward as a leading voice in Houston's local food system.

Compensation: \$55,000–\$65,000, commensurate with experience.

Location: Houston, TX. Regular travel throughout the Houston region is expected for partner meetings, community events, volunteer activities, and farm visits.

Key Responsibilities

Plant It Forward

Fundraising & Development

- Research, write, and coordinate grant proposals, sponsorship requests, reports, and donor communications.
- Maintain the grants calendar, fundraising pipeline, reporting schedule, and donor stewardship activities.
- Support annual fundraising campaigns, sponsorship opportunities, donor cultivation, and special events.
- Track fundraising performance and prepare reports for leadership and funders.

Strategic Partnerships

- Cultivate and steward relationships with foundations, corporations, schools, government agencies, faith communities, civic organizations, and community partners.
- Identify and develop partnerships that advance Plant It Forward's strategic priorities.
- Represent Plant It Forward at community meetings, conferences, networking events, and partnership opportunities.
- Support initiatives that expand Plant It Forward's visibility, partnerships, and community impact.

Communications & Community Engagement

- Coordinate volunteer groups, farm tours, educational visits, donor experiences, and community events.
- Manage website updates, newsletters, email marketing, and social media.
- Gather farmer stories, photography, testimonials, and impact data to strengthen fundraising and communications.
- Help maintain consistent branding and messaging across external communications.

Development Operations

- Ensure grant proposals, reports, and donor deliverables are completed accurately and on time.
 - Coordinate with internal teams to gather impact data, farmer stories, budgets, and other information needed for fundraising and reporting.
 - Maintain and improve the systems that support fundraising, donor stewardship, partnerships, volunteer engagement, and external communications.
 - Recommend and implement improvements that strengthen fundraising, partnerships, donor engagement, and development operations.
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Plant It Forward

Preferred Qualifications

- 3–6 years of experience in nonprofit development, fundraising, partnerships, communications, external affairs, business development, or a related field.
 - Demonstrated success in grant writing, donor cultivation, partnership development, sponsorships, or business development.
 - Experience managing projects involving multiple stakeholders and competing deadlines.
 - Experience with website management, fundraising software, CRM systems, email marketing, and social media is preferred.
 - Excellent writing skills with the ability to translate program impact into compelling grant proposals, reports, and donor communications.
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Success in Your First 90 Days

By the end of your first three months, you'll be expected to:

- Become familiar with Plant It Forward's active grants, funders, reporting requirements, and fundraising pipeline.
 - Take ownership of the grants calendar and development tracking systems.
 - Confidently manage routine website, newsletter, and social media updates.
 - Build relationships with key funders, partners, volunteers, and community stakeholders.
 - Support active fundraising campaigns, grant submissions, and donor stewardship efforts.
 - Recommend improvements that strengthen Plant It Forward's fundraising, partnerships, communications, and development operations.
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Benefits

- 401(k) with 2% employer match (after 90 days)
 - 12 paid holidays
 - One additional paid day off earned each month
 - Monthly healthcare stipend (\$300)
 - Annual Wellness & Professional Development Stipend (\$1,500/year)
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Please send your resume and a brief introduction explaining why you're interested in joining Plant It Forward to nirjhor@plantitforward.farm.