



# Donor Relations Manager

<b>Job Description:</b>	
<p>Small Places is a 501c3 that develops farms in under-resourced neighborhoods to upend systemic inequalities at the neighborhood level. Our farms are designed to prioritize and become a part of the fabric of the communities they exist in, providing convenient, affordable access to high quality foods and a safe and welcoming space for our neighbors.</p> <p>Our first farm, Finca Tres Robles (Spanish for “3 Oaks Farm”), located just 3 miles east of downtown in the historic 2nd Ward is one of the only urban farms in Houston’s urban core and grows seasonal fruits, vegetables and herbs on 1.5 acres. Using intensive, organic practices, our farm is one of the only sources of sustainable, fresh, and local produce on Houston’s East Side. As a community-driven farm uniquely striving to keep 100% of our produce within 3 miles of the farm, we farm store, and subsidized distributions directly to community partners and neighbors. As a community space, we also host regular community events and educational opportunities such as field trips and classes.</p> <p>Having recently signed a historic 40-year lease on 1.5 acres in partnership with Harris County, our new community farm will be opening up in the late summer of 2024. Our Donor Relations Coordinator will be vital in preparing our farm for fostering relationships as we open our new farm. They will be responsible for maintaining current funder relationships as well as cultivating new supporters at all levels (foundations, corporations, and individuals). Understanding that the resources needed to sustain and grow our work goes beyond just monetary contributions, our Relations coordinator will be integral in building a broad community-based network of support that honors and values the diverse and meaningful gifts of each individual where their time, talent and/or treasure.</p> <p>Working in a primarily working-class Latine community we strive to represent, include and prioritize our immediate neighborhood. We strive to be an anti-racist organization and work to leverage our farm to pursue equity and food justice to our best ability and look for our Manager to support these efforts through their role</p>	
<b>Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Maintain strong relationships with existing donors through regular updates on our projects and initiatives.</li> <li>• Schedule meetings with potential donors to introduce them to our organization and seek their support.</li> <li>• Actively engage in fundraising efforts, including making direct asks for financial contributions.</li> <li>• Organize monthly and quarterly events aimed at nurturing ongoing donor engagement and connecting current, new prospective supporters with our work</li> <li>• Spearhead fundraising efforts for our annual event, ensuring its success through strategic planning and execution.</li> <li>• Identify and cultivate corporate partnerships to support our mission goals, fostering mutually beneficial relationships.</li> <li>• Provide strategic guidance and support to volunteer committees focused on event planning, individual giving, and engaging young professionals including our Fund Development Committee</li> <li>• Work with our Development Coordinator to communicate updates re: relationship management, grant opportunities, and ongoing fundraising priorities</li> </ul>	
<b>Commitment:</b>	40 hours a week, will require evening and weekend activities
<b>Requirements:</b>	<p>Proven experience in nonprofit fundraising; a track record of securing gifts from diverse sources</p> <p>Exceptional communication skills, both written and verbal, effectively engage and inspire stakeholders.</p> <p>Strong organizational ability; including managing multiple projects simultaneously and meeting deadlines.</p> <p>Proficient in Gmail, Google Docs, Google sheets, Salesforce</p> <p>Committed to personal growth and accountability</p> <p>Willingness to work outdoors in Houston’s weather and ability to lift 50 lbs +</p> <p>Speak Spanish (prioritized but not required)</p>
<b>Compensation:</b>	Salaried \$52,000-\$60,000 <i>Other benefits include:</i> Farm Produce; \$400 monthly/health savings account; 3 weeks PTO; Potential for growth opportunities in the organization as we grow;
<b>To Apply:</b>	<p>Apply online at: <a href="https://smallplaces.org/careers/">https://smallplaces.org/careers/</a></p> <p>Or please email a resume, brief description of yourself, and what you would like to accomplish personally as a member of the farm to: <a href="mailto:tgarciaprats@smallplaces.org">tgarciaprats@smallplaces.org</a></p>