



Development Volunteer - Community Harvest Project, North Grafton, MA

Position with the Ignatian Volunteer Corps

Community Harvest Project (CHP) is seeking a mission-driven and energetic **Development Volunteer** to support our fundraising and donor stewardship efforts while also contributing to our dynamic, hands-on volunteer culture. This position is primarily based at our North Grafton farm site, with occasional work at the Harvard orchard.

Role Description: The Development Volunteer will work under the guidance of the Development Manager and is responsible for supporting the organization's fundraising and stewardship activities to ensure the organization can continue its important mission of engaging and educating volunteers to grow fruits and vegetables for local hunger relief. This person will support the various development tasks needed to engage and steward donors, including maintaining accuracy of donor information, thanking donors, tracking gifts, coordinating events, and updating development communications. This is a unique opportunity for someone who is passionate about food justice, enjoys building community, and thrives in a collaborative environment that mixes office work with occasional outdoor activity.

Position Description

Schedule: This is a 16 hours per week position.

Duties and responsibilities

- Assist the Development Manager in implementing fundraising strategies, including annual appeals, monthly giving campaigns, donor engagement efforts, and donor-centric communications.
- Maintain and update donor records in Salesforce with great attention to detail and confidentiality.
- Help process and acknowledge gifts.
- Assist in planning and supporting the execution of fundraising events (Harvest Home Festival & 5K, evenings on the farm, other farm/garden workshops):
 - Preparing merchandise and ticket inventories
 - Supporting sponsorship outreach
 - Managing the online auction and 5K event platforms
 - Helping coordinate day-of logistics, greeting guests, and ensuring a welcoming and mission-aligned experience
- Serve as an ambassador for CHP by engaging with volunteers and donors at community events and on the farm.
- Get your hands dirty! Volunteer one or more times per month in our fields to gain first-hand experience of our mission in action and help connect development work to the land and the people we serve.

Qualifications

- A passion for local hunger relief, food access, or community engagement
- Comfort interacting with volunteers, donors, and visitors with warmth and professionalism.
- Willingness to occasionally volunteer outdoors and participate in seasonal farming activities.
- Organized, detail-oriented, and capable of juggling multiple tasks
- Tech-savvy, ideally with experience in cloud-based databases or CRMs

- Positive, proactive, and collaborative spirit
- Writing and editing skills a plus

Organization Information

Community Harvest Project (CHP), a 501(c)3 organization and Points of Light Certified Service Enterprise, is dedicated to engaging and educating volunteers to grow fruits and vegetables for local hunger relief. Through their volunteer farming, education, and leadership programs they bring thousands of community members together annually. Each year our sites host over 6,000 volunteers who work together to grow and donate an average of 250,000 pounds of produce to 26 local hunger relief agencies across central and eastern Massachusetts. CHP operates at Brigham Hill Community Farm and White's Farm in North Grafton, MA and at Prospect Hill Farm in Harvard, MA. For more information about CHP, visit www.community-harvest.org.