



## Part Time Development Assistant - Community Harvest Project, North Grafton, MA

Community Harvest Project is currently seeking a Development Assistant to work under the direction of the Development Manager. This position will be based primarily at the farm in North Grafton, MA with regular travel to Harvard orchard location.

**Role Description:** The Development Assistant reports to the Development Manager and is responsible for supporting the organization's fundraising and stewardship activities to ensure the organization can continue its 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 donation systems (Click & Pledge, Venmo, Square, etc), updating and maintaining accuracy of information in donor database (Salesforce), assisting with thanking donors through phone calls and letters, collaborating with accounting team to input and reconcile gifts, and supporting fundraising events. They engage with volunteers and donors as part of organization work and events.

**Schedule:** This is a year-round part time position, 20 hours per week. Busy periods may require additional hours.

**Pay:** \$21-\$23/hour, depending on experience

Interested candidates should send a resume and cover letter to [meghan@community-harvest.org](mailto:meghan@community-harvest.org).

### Duties and responsibilities

- Assist the Development Manager in execution of organizational strategic plan and annual fundraising strategies, supporting them in donor data management, stewardship, and thanking.
- General donation and payment systems management (Click'n'Pledge, Square, Venmo, etc).
  - Supporting online and monthly donor gift processing
  - Updating donation pages and merchandise sites
  - Tracking gifts and importing to donor database
  - Troubleshooting technical issues that arise
- Donor database maintenance (Salesforce):
  - Manage donation processes and data entry
  - Report building and generation
  - Maintain accurate donor data
- Supporting fundraising and donor events, including:
  - Tracking corporate sponsorship
  - Organizing logistics with vendors and local business donations
  - Updating signage
  - Coordinating payment processing at events
  - Creating special sites for event transactions and merchandise sales
  - Reconciling with accounting team after the event
- Additional activities to support the Development Manager, which may include:
  - Processing donor thank you letters
  - Ensuring grant communication requirements tracked and completed
  - Keep website up to date with donation and event communications
  - Creating and maintaining Standard Operating Procedures (SOPs)

## Qualifications

- A passion for local hunger relief
- Customer service orientation, and appreciation for the significance of donor/volunteer experiences
- Ability to maintain confidentiality of donor information
- Highly organized and great attention to detail
- Strong communication and interpersonal skills
- Ability to independently solve problems
- Cloud based database experience a plus
- Financial experience 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 270,000 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](http://www.community-harvest.org).