

Program and Fund Development Manager

Benefits and pay:

100% employer-paid (silver level) medical, vision, and dental insurance.

- Flexible paid time off and work schedule. **~50% telecommute**. Must be willing to attend evening and weekend meetings and events
- Full time exempt. Annual salary: \$37,500

About Alchemist Community Development Corporation (Alchemist CDC):

Alchemist CDC was founded in 2004 to support Sacramento area residents in their efforts to develop vibrant, equitable, healthy and diverse communities. Since its inception, Alchemist CDC has been focused primarily on food access issues.

We are a small but entrepreneurial organization currently with four staff (1 full time, 3 part time) and 3-5 interns - that relies heavily on support through a strong volunteer base.

Current programs include "Healthy Corner Store Makeover" projects as part of a statewide Building Healthy Communities initiative; and our "CalFresh: Connecting Families to Farmers" program, which provides CalFresh processing, incentives and promotions for farmers' markets, tied with nutrition and CalFresh eligibility education. We have just begun implementing a pilot Fruit and Vegetable Prescription program partnering with a local health provider.

Past programs include 5 years of operating multiple Urban Farm Stands to bring locally grown produce at affordable prices to underserved neighborhoods; healthy food preparation demonstrations (including train the trainer models where residents act as health ambassadors for their community); and coordinating mini-health fairs at retail sites partnering with a wide range of service providers.

Our past and present projects are responsive to the needs of community members and build off of existing assets (physical and intangible) to carry out innovative projects that build equitable access to healthy foods, educate and motivate, and overcome barriers to healthy lifestyles and vibrant communities.

Responsibilities and Duties

Other duties may be assigned. Reporting to the Executive Director.

50% Financial and Fund Development:

- Take the lead in developing and implementing a strategy to increase unrestricted funds through individual and corporate contributions and other non-program-grant funding strategies (including reaching out to, and building relationships with, potential new and existing/past donors)
- Assist with the development and implementation of resource development annual plans, in order to sustain and increase annual charitable giving to the organization and its programs.
- Work with fund development committee and board of directors to identify funding gaps and new funding opportunities for successful and innovative programs.
- Assist with grant applications and fundraising events

50% Programmatic:

- Utilize bookkeeping software to generate program budget reports to ensure programs operate within budget guidelines
- Assist Executive Director in drafting program budgets, monitoring programs and ensuring proposal requirements and budgets are adhered to
- Generate monthly program invoices and review support staff expenditures
- Responsible for recruiting, training, retaining and scheduling volunteers (including troubleshooting scheduling challenges, such as last minute volunteer cancellations or staffing shortages).
- Compile program assessments and updates to programs and services
- Collect/analyze information and data for progress reports and grant applications

- Identify and collect information/data (via internet, surveys, phone, library, etc.) to inform project implementation (e.g., demographics, similar project examples, identifying potential resources and partners, etc.)
- Implement program deliverables, including filling in for program support staff as needed in order to maintain continuity of service and completion of project obligations.
- Represent Alchemist CDC on community committees and participate in collaborative projects
- Carry out high level program work, e.g., event planning and implementation, develop program strategies and ensure support staff implements strategies appropriately, identify program partners and maintain partner relationships, etc.
- Coordinate organization-wide use of program assessment tracking tools
- Develop operating procedures, guidelines, standards and reporting systems for each program or funded project
- Plan and facilitate meetings and appointments with staff, interns, volunteers and program partners
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Create and give informational presentations about Alchemist CDC and its programs (public speaking)
- Design and implement promotional/marketing strategies and materials for organization and programs

Qualifications

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Personal qualities and Core Competencies:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Exemplary interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Respect for diverse opinions, beliefs, cultures and values, with a focus on outcomes and goals
- Demonstrate the value of preparation to accomplish tasks.
- Highly resourceful team-player, with the ability to also be extremely effective independently and work efficiently (identify tools/processes to “work smarter”)
- Ability to manage and track time and deliverables in a highly detailed manner.
- Accurate, organized, detail-oriented, precise, good with numbers, but also a people person.
- Ability to work independently with minimal supervision and take initiative
- Ability to receive, understand, retain and incorporate information and instructions through various methods (verbal, written, email, text, social media and “on the fly”)
- Ability to work in a nontraditional workplace with non-traditional work hours.
- Ability to understand and critically analyze complex documents
- Ability to think strategically and creatively problem solve
- Ability to exercise tact and diplomacy in organizational settings
- Effective verbal, presentation and listening communications skills. Able to accurately convey Alchemist CDC’s mission, and conduct program and promotional presentations with occasional public speaking activities.
- Have an understanding of the Sacramento area economic, cultural and political environment, especially in areas experiencing health disparities.
- Be honest, loyal and trustworthy. Be respectful and possess cultural competency
- Must enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will be motivated more by the outcomes and objectives of the project than by accolades and acknowledgement of work. Be a team player and understand that projects and tasks may be reassigned to other team members as budget and skill sets deem appropriate [i.e., there is accountability and responsibility, but not “exclusive ownership” of a project.] Strong work ethic where a job well done is a motivating factor, while always keeping efficiency in mind.

- You should be a strong supporter of our mission and objectives

Experience

While education may be relevant, real-world experience is highly valued (demonstrated success in equivalent environments.)

You should have experience with the following:

- Assessing programs, services and systems to ensure quality control and outcome achievement
- Bookkeeping experience or an understanding of budgets, cash flow and related financial concepts is highly desired
- Excellent computer skills with high proficiency in Microsoft Office (Word and Excel) required
- A plus if you have functional experience with Adobe Illustrator or Quickbooks for non-profits,
- At least 3 years of experience working or volunteering with a nonprofit organization or a consulting (multi-client) business, preferably in the field of service delivery and/or program development.
- A plus if you are bi/multi-lingual (especially Spanish, Punjabi or Russian)
- At least 250 hours+ history of volunteering with non-profit organization(s)

Other requirements and expectations:

- Must be able to travel to community locations within a 30-mile radius of the work site (either with your own insured vehicle (mileage reimbursement provided), or adequate alternate verifiable transportation source.)
- Must be able to spend long hours sitting and using office equipment and computers. May also have to do some lifting of supplies, event equipment and materials from time to time. Able to lift 30 lbs.
- Will have to juggle numerous projects at one time and will need excellent organizational, time and stress management skills to complete the required tasks.

INSTRUCTIONS FOR APPLYING

All applications must be submitted electronically to **dauida@alchemistcdc.org**.

Please include "Program and Fund Development Manager" in subject line. Please send resume, cover letter, writing sample

(not more than one page length) and three employment references, two of which should be from a present or former direct supervisor. If selected for an interview, you may be asked to perform MS Excel, and writing proficiency tests to verify skills.