



Grant Writing and Donor Relations Coordinator

Capital Roots is striving to create a more vibrant and equitable food system in New York's Capital Region. We work to reduce the impact of poor nutrition on public health in New York's Capital Region by organizing community gardens, providing healthy food access, offering nutritional and horticultural education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to nourish healthy communities by providing access to fresh foods and green space for all.

OBJECTIVE: The Grant Writing and Donor Relations Coordinator will provide creative writing support for grants, appeals and marketing collateral and will also spearhead the donor stewardship process.

QUALIFICATIONS:

- Bachelor's degree required
- Minimum 2-3 years writing experience
- Excellent communication skills, both verbal and written.
- Demonstrated interpersonal, time management and organizational skills.
- Demonstrated ability to work in a fast paced environment and attention to detail.
- Must possess excellent computer skills - Microsoft Office applications and web. Proficiency with donor database systems, such as NeonCRM, a plus.
- Be committed to the mission of Capital Roots.

RESPONSIBILITIES INCLUDE:

- Provide creative writing support for:
 - Grant narratives across Capital Roots' 12 program areas
 - Donor appeals, renewals and reinstatement mailings
 - Personalized donor acknowledgments
 - Donor and constituent focused marketing collateral and website language
- Grant management including reporting and research
- Prepare and report on direct mail appeals
- Individual donor stewardship plan building
- Other development work as needed

SALARY & BENEFITS:

This position is a full-time position (40 hours per week) paid at an hourly rate of \$14.00/hr. We offer fully covered high quality medical insurance and partially covered (50%) dental insurance upon hire. In addition to generous vacation time we observe 11 holidays – including three floating holidays – and offer paid personal and sick leave. You also have the option to enroll in our 403b retirement plan. Flexible work environment.

To learn more about Capital Roots, go to www.capitalroots.org. Capital Roots is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position, especially candidates of color. We encourage all qualified candidates to apply. We will not discriminate in our hiring on the basis of race, ethnicity, national origin, age, gender, religion, sexual orientation, or disability.

Send cover letter, resume and writing sample to:

Rebecca Whalen, Communications & Development Manager
Capital Roots
594 River Street, Troy NY 12180

Or by email: devmanager@capitalroots.org

NO CALLS PLEASE!