



Membership and Donor Coordinator (Part-Time)

Natick Community Organic Farm (NCOF), a nonprofit, certified-organic educational farm providing productive open space, farm products, and hands-on education to all ages, has an opening for a part-time (up to 15 hours a week), year-round, Membership and Donor Coordinator to start in December, 2024.

This position works closely with the Assistant Director of Internal Operations, the Executive Director, and the Communications & Outreach Coordinator. The expectation for the role is to be onsite at the Farm, however remote working is possible as and when required.

Responsibilities Include:

Donor Stewardship (40%)

- Carry out a range of donor-related communications ensuring timely and thoughtful engagement.
- Ensure the integrity and accuracy of donor records.
- Create and curate donor lists for campaigns, events, and communications.
- Assist in managing low- and mid-level donor communications and relationship-building efforts.
- Support the Assistant Director of Internal Operations with grant applications, including proof-reading.

Membership Stewardship (30%)

- Oversee membership program, including renewals, retention, recruitment, tracking, and reporting.
- Ensure the integrity and accuracy of member records.

Events and Other (30%)

- Support the planning and running of fundraising campaigns and events.
- Act as a positive ambassador at NCOF activities and special events (some evenings and weekends) ensuring a smooth and welcoming experience for attendees.
- Attend Farm staff meetings (Thursdays at 1.30pm).

Qualifications and Experience:

- Commitment to the mission of NCOF.
- Experience stewarding supporters and managing donor/member records.
- Strong interpersonal, oral, and written communication skills.
- The ability to maintain strict confidentiality of donor and organization information.
- The ability to prioritize, make decisions, and resolve practical problems independently.
- The ability to work in a fast-paced and constantly changing shared workspace.
- The ability to work with limited supervision and successfully within a team.
- Must have strong customer service skills to serve the Farm's many constituencies including members, visitors of all ages, public schools, and others.
- Hours must be completed on a set schedule (TBD) Mon-Fri between 8:00am-4:30pm at NCOF. Hours will increase during build-up to events and will include weekends during events.
- Proactiveness and a sense of adventurous curiosity will be helpful in this role.
- CORI and SORI check required.

Pay rate: \$18.50 p/h

Please email nicky@natickfarm.org by 9am Monday October 28, with a Cover Letter and Resume.

Background Information

NCOF plays a crucial role in the community by promoting sustainable agriculture, environmental stewardship, and providing educational opportunities for Natick and the surrounding towns.

Why Does the Natick Community Organic Farm Exist:

Environmental Conservation - A hub for promoting and implementing sustainable farming practices, such as preserving soil health, conserving water resources, and minimizing chemical inputs. We inspire and educate community members about the importance of ecological conservation.

Education and Community Engagement - Educates all ages about sustainable agriculture, environmental stewardship, and the benefits of consuming organic produce. By offering workshops, tours, and educational programs both on and off the Farm we empower community members to make informed choices that positively impact their health and the environment.

Local Economy and Food Security - Contributes to the local economy by providing employment opportunities and supporting local businesses through partnerships and collaborations. We enhance food security by reducing reliance on distant food sources and promoting a resilient, locally based food system.

Community Building and Social Integration - Serves as a gathering place, fostering a sense of community and social integration. We provide opportunities for volunteers to work together, learn from one another, and form meaningful connections. The Farm's events, farmers' markets, and community-Supported Agriculture (CSA) programs bring people together, creating a vibrant and inclusive space for community interaction.

Access to Organic Produce - Provides access to fresh, locally grown, organic produce. In an era of increasing concerns about the environmental impact of conventional agriculture and the health risks associated with pesticides and synthetic fertilizers, the Farm offers a safe and sustainable alternative.

