



Job Description: Development Director

Reports To: Executive Director

Employment Type: Full-Time

Location: Cobblestone Farms, Fayetteville, AR

At Cobblestone Farms, we are on a mission to build a community free of hunger through the power of sustainable agriculture. As a hunger-relief nonprofit serving Northwest Arkansas, we're tackling the staggering rates of food insecurity in Arkansas—one of the highest in the nation. We believe that everyone, regardless of their circumstances, deserves access to fresh, healthy, nutrient-dense food. If you're passionate about making a difference and creating lasting change in the lives of our neighbors, we invite you to be part of this important work. Together, we can cultivate a stronger, healthier, and more nourished community!

Job Title: Development Director

Role Summary:

The Development Director will be responsible for creating, planning, coordinating, and executing a full spectrum fund development plan in support of Cobblestone Farms. The position requires a self-directed individual who possesses planning and organization skills with strong attention to detail. Duties include but are not limited to: annual giving, special events, corporate sponsorships, and other fund development activities that generate operational and long-term revenue streams, as well as identifying and building relationships with the community alongside the Executive Director.

Key Responsibilities

- Create, manage, and implement a comprehensive fundraising plan, integrating the Benevon model, to meet the organization's annual revenue goals in collaboration with the Executive Director.
- Represent Cobblestone Farms at community events- including gathering of materials, set up, and tear down (some nights and weekends may be required)
- Create, manage, and implement a stewardship and cultivation plan.
- Compile quarterly and annual reports of goal progression.
- Demonstrate regular interaction with donors.
- Proactively identify and cultivate new donors while stewarding and growing existing donors.
- Recruit volunteers and community leaders to participate in fundraising events and coordinate, organize and conduct committee meetings.



- Manage and keep accurate records in the donor database and administrative donor recognition tasks, such as thank you calls and tax receipts.
- Other duties as assigned by the Executive Director.

Qualifications:

- Minimum of four (4) years of experience in development, fundraising, or a related field, with a proven track record of success in securing funding and building relationships with donors and partners
- Knowledge of marketing and public relations
- Ability to interact and communicate well with people from diverse backgrounds
- Strong record-keeping and organizational skills; detail-oriented
- Ability to manage multiple projects at the same time
- Ability to anticipate issues and/or conflicts before they happen and address them proactively
- Special event development, planning, and execution experience - detail-oriented, possessing strong organization and time management skills, and prioritizing work in a complex and fast-paced environment
- Leadership skills and the ability to motivate and direct volunteers
- Willingness to be involved in the community
- Experience in working independently and collaboratively in a team environment to meet multiple, competing deadlines
- Ability to fundraise for both in-kind donations and monetary donations
- Bachelor's Degree OR Equivalent work experience in a related field
- Must be able to operate an insured motor vehicle and possess a valid driver's license

Opportunities for Growth:

This role offers significant opportunities for professional development in non-profit fundraising and the potential for increased leadership responsibilities as the team grows.

Benefits:

- Flexible schedule and work environment.
- Generous PTO package.
- Salary: Competitive and commensurate with experience and regional standards for similar positions.

Interested candidates should send a cover letter and resume to Jordan Lanning, Interim Executive Director, at jordan.lanning@cobblestonefarms.org.