City Schoolyard Garden
Job Description – City Schoolyard Garden Development Program Coordinator
Call For Applicants – January 2017
Scope – Part-time or Full-time Position
Position Open Until Filled with first round applicants beginning February 17, 2017

Organization description

Launched in 2010, CSG provides academic and extracurricular gardening programs for youth in Charlottesville. We currently maintain organic educational gardens at each of the six Charlottesville elementary schools, Buford Middle School, and Charlottesville High School. CSG is working with teachers, parents, school administrators, and community volunteers to utilize the gardens for classroom instruction, after-school programs and summer camps to provide opportunities for youth to engage with nature, enhance their academic learning through hands-on experience, and cultivate skills for healthy living. We also host outreach programs that engage community members and partner organizations in the Charlottesville Food Justice Network.

Mission Statement: City Schoolyard Garden cultivates academic achievement, health, environmental stewardship, and community engagement through garden-based, experiential learning and leadership development.

Core Values: Youth Empowerment, Partnership, Ecological Responsibility, Community, Respect, Discovery, Equity, Inclusiveness, Relationship, Health

Position description

Title: City Schoolyard Garden Development Program Coordinator

Scope of Work: The Development Program Coordinator is primarily responsible for implementing CSG’s philanthropy efforts and operations in alignment with CSG’s mission and for providing support to enhance the CSG program, organizational and community goals. The Development Program Coordinator’s core functions include:

- Strengthen and build CSG philanthropic partnerships with foundations, businesses and individuals.
- Host CSG special events.
- Manage CSG grants reporting and applications.
- Establish CSG database and ensure efficient use and philanthropic activity tracking.
- Implement CSG communications and community outreach including our bi-annual direct mail appeals, monthly e-newsletter, social media, community events, website maintenance, etc.
- Each CSG staff is also responsible for collecting and submitting evaluation data on project activities and impacts.
- Additional responsibilities will be taken on based on organizational need and full-time equivalency (FTE). These may include: event facilitation, manage billing and donations, bookkeeping, evaluation data analysis and general administrative support.
All City Schoolyard Garden staff are responsible to uphold values and practices that support CSG reaching our mission with integrity and utilize our core organizational strategies including:

- Engaging youth in nature
- Enhancing and deepening curricular ties
- Collaborating with partners & community
- Building capacity & equity
- Cultivating sustainability
- Strengthening our organization

### Organizational Structure

**Supervisory Structure:** The CSG Development Program Coordinator will report to the CSG Executive Director and work as part of an organizational team with Executive Director, Youth Development Director and Elementary School Program Coordinator.

**FTE Equivalent:** The Development Program Coordinator position is 20-40 hours per week, salaried position with a flexible time-off policy. Applicants may apply for half, three-quarter, or full-time position based on interest and availability.

**Salary:** Salary range is commensurate with experience and determined based on FTE.

### TO APPLY

The Development Program Coordinator position requires multiple skill sets including a high level of organization, innovation and initiative, excellent communication (written and verbal), occasional physical labor, and commitment to the CSG vision and values. The preferred candidate will have:

- A minimum of a bachelor’s degree in a related field (non-profit/business management, education, community organizing, public health, etc.) or equivalent experience
- Proven experience in philanthropy management – at least 3 years
- Excellent communication and organization skills, ability to manage multiple projects and priorities with flexibility and alignment to our mission
- Experience working in diverse communities with a clear understanding of multi-cultural contexts
- Computer competence including MS Office Software (specifically Word and Excel), Database Management Tools, Design Programs (such as Illustrator and Photoshop) and online tools (including Facebook, Mailchimp, Wordpress, etc.)

To apply for the CSG Development Program Coordinator, please submit a resume, cover letter and three references to Jeanette Abi-Nader at grow@cityschoolyardgarden.org. For more information, including compensation ranges, please call 434.260.3274. In the cover letter, please address:

- How your experience is relevant to the CSG Development Program Coordinator Position
- What interests you about working with City Schoolyard Garden
- Familiarity with Charlottesville and the Charlottesville City Schools
- If you are interested in part-time or full-time work (or open to either)

*City Schoolyard Garden is dedicated to the goal of building a culturally diverse and pluralistic staff committed to working with youth in a multicultural environment. We encourage a diversity of applicants.*