



PARTNERS FOR EDUCATION,  
AGRICULTURE & SUSTAINABILITY

## **PEAS is seeking a Development Director**

**Employer:** Partners for Education, Agriculture, and Sustainability

**Position:** Development Director

**Reports to:** Executive Director

**Location:** Austin, TX

**Full-Time, Exempt, Salaried, Benefits**

### **Who we are:**

*Mission - PEAS cultivates joyful connections with the natural world through outdoor learning and edible education.*

PEAS (Partners for Education, Agriculture and Sustainability) is a 501c3 nonprofit organization based in Austin, TX. PEAS delivers unique, outdoor learning and edible education programs to participating school campuses, operates and maintains a community farm, runs camps, and leads professional development to help teachers bridge science, nutrition, math and health curricula from the garden to the classroom. Delivering programming year-round, PEAS provides trained outdoor and kitchen specialists who partner directly with classroom teachers at each school's campus to lead outdoor and kitchen lessons, increasing students' time spent learning in an outdoor, hands-on environment. PEAS currently works with 19 (mostly elementary) schools in the Austin area, engaging more than 2200 students in outdoor learning and edible education.

We firmly believe every person should have access to outdoor and edible education. Our connection to the natural world is vital in developing a strong sense of self and our interconnectedness to each other.

To learn more about PEAS, we encourage you to visit our website and check out the following videos [from our 10th Anniversary Celebration](#) and [Westcave Discovery Center](#) and this [article in Texas Gardener Magazine](#).

### **Who We Seek:**

PEAS seeks an experienced Development Director and dynamic professional who will advance our mission through strategic fund development. This position is based in Austin, TX and works closely with the Executive Director, Board, and program staff to create and implement a comprehensive and engaging development strategy. The Development Director is responsible for the management of fundraising activities across the organization and building lasting partnerships that range from corporations to individual donors to advance the mission of PEAS. This role reports to the Executive Director. The Development Director is a vital member of PEAS' Leadership team, which works to steer the organization toward an exciting future of continued growth--in our organization, our community, our impact, and ourselves.

## **An ideal candidate for this leadership-level position will:**

- Have at least three to five years experience working in a role with similar responsibilities.
- Have a deep level of understanding of the Central Texas philanthropic community and fundraising landscape
- Have experience with traditional fundraising techniques including face-to-face solicitation, proposal writing, special events, telephone solicitation, and direct mail.
- Have experience with other development office functions including gift processing, prospect and donor histories, fundraising reporting, and grant administration.
- Be a solutions-based thinker that communicates respectfully and is able to effectively collaborate with a variety of stakeholders
- Be able to inspire and motivate PEAS' community of supporters, a dedicated board, and your colleagues.
- Be self-motivated, adaptable, and have the humble confidence needed to work both independently and as part of a team.
- Be committed to upholding the principles set forth in the [PEAS' Workplace Culture document](#), and understand that for the organization to be successful in achieving its mission, that it must consistently uphold its values and commitment towards fully inclusive and antiracist practices and policies.
- Demonstrate a passion for our mission and ensure personal and professional success through our work.

PEAS is an Equal Opportunity Employer and strongly encourages members of traditionally underrepresented communities to apply, including BIPOC, LGBTQiA+identified people, individuals with disabilities, veterans, and people who speak a language in addition to English.

## **The Development Director Responsibilities:**

The Development Director will set and guide the strategy for all fundraising activities to advance PEAS' mission including but not limited to:

- **Lead on developing a strategic fundraising plan** in collaboration with the Executive Director that is scaled and comprehensive;
- **Build, steward, and maintain donor relationships** in coordination with the Executive Director, with emphasis on major gifts and corporate sponsorships;
- **Manage the day-to-day fund development systems**, including the development budget, donor and corporate research, prospecting and cultivation, gift solicitation, gift recognition and reporting, and donor database management. Knowledge and expertise in the best CRM systems and processes for nonprofits is a plus;
- **Manage all fundraising activities**, including two major in-person events, and two online events each year, periodic special campaigns, and collaborate on grants
- **Run multiple fundraising campaigns simultaneously**
- **Support staff and Board fundraising roles** through planning, coaching, reporting and motivating;
- **Manage and supervise vendors, support staff**, and other relationships needed to execute fundraising events (e.g., contract event planner; chefs) and other fund development activities;
- **Establish partnerships with and generate in-kind support** from local area businesses;
- **Participate in strategic planning**, implementation, outcomes assessment, and

ongoing strategy development with board members, senior staff, and potential outside consultants;

- **Serve on the Leadership Team** to help define and carry out the short and long term strategic direction of the organization;
- **Orchestrate setup of a new donor CRM** and migrating all relevant data;
- **Collaborate extensively with PEAS' colleagues, on tasks that are peripherally related to main role** including:
  - Grant writing
  - Public relations and communications
  - Corporate volunteer relations
  - Presentations
  - Bookkeeping/invoicing
  - Human Resources
- Other duties as assigned by the Executive Director.

### **Other Requirements:**

While performing the duties of this job, the Development Director will be expected to:

- Occasionally work long hours with some evenings and weekends;
- Attend PEAS' functions and special events;
- Attend in-person staff meetings and occasional all-staff community events, retreats, and farm work days;
- Communicate and exchange accurate information in a variety of formats including Google Drive, in-person, electronically, and over the phone
- Practice PEAS' health and safety protocols which adhere to local, state, and federal guidelines to minimize the spread of COVID-19; and
- Some heavy lifting on occasion

### **Compensation, benefits, and workplace location:**

The salary range for this position is \$50,000-60,000. The salary offer within that range will be commensurate with experience.

### **Our benefits package includes:**

- 80% employer contribution toward health insurance premium
- Work from home (but must be Austin-based)
- Occasional remote working opportunities
- Over 5 weeks of paid vacation time after 60 days of employment, generally aligned w/ AISD's calendar
  - 3 days for fall break
  - 1 week for winter break
  - 1 week spring break (may be flexible depending on spring events)
  - 1 week in July (flexible, scheduled in advance)
  - Other holidays - MLK Day, Memorial Day **or** Juneteenth, July 4th, and Labor day
  - 5 days of flexible sick/personal time
- Being part of a positive and inclusive team
- Vegetables and herbs from PEAS Community Farm

### **Application process:**

- All applications should include:
  - a resume and cover letter that briefly answers: 1) Why are you interested in working at PEAS, and 2) How your experience prepares you for the responsibilities outlined in the

job description.

- a list of 3 professional references (name, relationship, email, phone number) should be emailed to [admin@peascommunity.org](mailto:admin@peascommunity.org).
- This position will remain open until filled.
- Final round candidates will be given a background check before an employment offer is finalized.
- Phone call inquiries will not be accepted.