



# Development Officer

Job type: Full-time

Location: Washington, D.C., Remote work available

Salary Range: \$74k-82k/yr

## Job Description

\*Applications received via Indeed will not be considered. All interested applicants should apply via the [link](#) listed in the "Application and Nomination Process" section.

The [Foundation for Food & Agriculture Research](#) (FFAR) is a non-profit organization that builds public-private partnerships to fund audacious research addressing the biggest challenges in food and agriculture. FFAR is committed to providing every person access to affordable, nutritious food grown on thriving farms. The Foundation pioneers scientific and technological innovation by funding research that fills critical research gaps. Ultimately, FFAR's partnership and results benefit farmers, consumers and the environment.

## Position Description

FFAR seeks a development officer to join this growing department during an exciting time in the organization's history. This position supports and collaborates with the director of strategic partnerships by working across the organization to identify prospects and leverage opportunities that closely align with FFAR's scientific research priorities.

This position collaborates with other members of the Development Team to identify and research corporate, foundation, government and high-net-worth prospects. Specifically, the officer creates concise, accurate research profiles and reports using biographical information, financial data, news, philanthropic history, corporate reports, etc.

In addition to conducting research, writing is another key function of this position. Types of projects assigned to this position include, but are not limited to, concepts, proposals, fundraising project summaries, stewardship reports, formal proposals, letters of inquiry, brochures and flyers, invitations, website content, speeches, event scripts, presentations



and other written materials for internal and external audiences. This position also serves as project manager, editor and/or principal writer for a wide variety of projects.

The officer leads many projects independently, with the creativity and teamwork that is expected of the individual in this position.

## Duties and Responsibilities:

- Identify and qualify new prospects for development
- Support the prospect and industry research needs of the Development Team for meetings, projects and other purposes
- Track and disseminate industry news and information about top donors and prospects
- Manage writing projects, as assigned, from inception through delivery, including funding proposals, donor/partner reports, etc.
- Work within the Development Team and other departments to coordinate prospect identification and outreach
- Support the director of strategic partnerships in managing a vibrant and comprehensive development program and related activities
- Work collaboratively with FFAR communications, program and operational staff
- Other tasks contributing to departmental goals and assisting smooth flow of development operations by accomplishing related duties as required

## Qualifications:

- Bachelor's degree (degree in any of the sciences preferred, but not required)
- Three to five years minimum of professional experience in research, non-profit development, business or technical writing, communications, media relations or related field
- Familiarity with development and research databases and search engines for building donor and prospect profiles
- Knowledge of standard concepts, practices and procedures related to the position, including: expertise in use of English grammar, punctuation and syntax, familiarity with appropriate business software applications, use of best practices in proposal development, ability to conduct research, understanding of branding and positioning strategies for the institution and for specific projects, ability to "ghost write" for staff

## Knowledge and Skills

- Knowledge of Microsoft Office 365 suite required
- Be a “circular thinker” as prospect information is not always easy to find, and creative thinking about linkages and possible trails to follow are necessary
- Must be curious, focused and knowledgeable in interpreting financial statements, stock transactions, proxy statements, annual reports and data analysis
- Familiarity with donor search strategies and online subscription services such as Foundation Directory, Donor Search, etc.
- Demonstrated knowledge of business correspondence, marketing materials and reports
- Strong writing, editing and proofreading skills with keen attention to detail
- Ability to develop, package and produce content in publications, web sites and other media
- Ability to work both independently and as part of a team
- Ability to produce high-quality work
- Comfortable managing multiple projects, priorities and deadlines
- Commitment to the highest standards of donor service and professionalism

## Application and Nomination Process

To apply for this position, please click “Apply Here” to submit your application.

[Apply here!](#)

FFAR reviews applications on a rolling basis and will accept applications until a candidate is selected. Applications must include of a substantive cover letter and resume. Applicants are also encouraged to include four (4) professional references with contact information; no references will be contacted without explicit permission from the candidate. Incomplete applications will not be reviewed.

## Additional Information

This position requires long period of sitting at a desk and working on a computer. There may be potential for travel when it is safe to do so, but travel would be limited. Work outside of normal business hours may be required but is limited to sporadic cultivation events.



## EEO Statement

FFAR is an equal opportunity employer. Applicants are considered for positions without regard to race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws. Applications are encouraged from individuals who may fall into any such groups, as well as from veterans and uniformed service members.