



**Position: Development and Finance Steward**

**Status:** Full time, salaried, exempt, at-will

**Organization Description:**

[Advocates for Urban Agriculture](#) is an advocacy organization centering growers, farmers, earth stewards, water and land. In partnership with and guided by growers we provide funding, technical assistance, advocacy and political education as resources to reimagine our relationships to land and the local food system while honoring indigenous sovereignty, black liberation, and immigrants' rights.

AUA acknowledges that we all live and work on stolen land. Our region consists of settler colonial towns and cities which many of us came to as uninvited guests. The Chicago region is the ancestral home of the Council of Three Fires: The Ojibwe, Bodéwadmi (Potawatomi), and Odawa Nations as well as the Myaamia (Miami), Peoria, Ho-Chunk, Kiikaapoi (Kickapoo), Sac, Meskwaki (Fox), and Očhéthi Šakówiŋ (Sioux) Tribes. Despite past forced removal from these lands and on-going colonialism, Zhigaagong (Ojibwe word the name Chicago is derived from) is home to the 6th largest urban indigenous population in the USA, many of whom continue to practice their heritage and care for these lands and waterways we all call home. As agriculture practitioners and earth stewards, we honor their legacy in this place. We invite you to learn more about on whose land you reside by searching: <https://native-land.ca/>

AUA's organizational model incorporates accountability, transparency, and horizontal decision-making to create a more democratic and sustainable organization. We practice these values by having Circles - also considered working groups - with collaboration and teamwork as core elements in their function. The following are the main three circles at AUA:

- **Solidarity and Advocacy Circle:** This circle is charged with creating and implementing the missional work of the organization.
- **Programs Circle:** This circle is charged with supporting the missional work through the program development and implementation.
- **Development and Operations Circle:** This circle is charged with making sure that the day to day operations of the organization run smoothly. It is the most administrative of the circles and is key to making sure that the organization is able to stay fiscally solvent, that

an equity analysis and accessibility practice is implemented across the organization, and that the staffing needs of the organization are met.

**Expectations and Responsibilities of all AUA staff:**

- All team members of AUA are expected to foster and manage meaningful relationships with partner organizations, networks, growers, and funders.
  - All team members are expected to participate in co-creating the strategic thinking/ directions of the organization and in shared decision making models.
  - All team members of AUA are expected to keep the needs of the AUA community front and center and make the work we do accessible and centered in equity.
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**Position Description:**

The Development and Finance Steward is responsible for administering the organization's finances and recordkeeping as well as cultivating donor relations and fundraising efforts to redesign our funding streams. The Development and Finance Steward holds a fixed position on the Operations and Development Circle, with the opportunity to join other circles as they see fit to align with their own interests and professional development.

All of these tasks are written with the understanding that we are working within a collaborative circle model which fosters consistent opportunities for co-creation, feedback, and continued growth and improvement.

**Key Tasks:**

**Donor Relations (50%)**

- Co-steward relationships with existing funders, including major individual donors and foundations.
  - Identify new foundational funding opportunities.
- Donor prospecting, cultivation, and stewardship to diversify funding streams, including:
  - Leading strategy to build a grassroots donor base.
- Lead and manage communications with donors and funders, including grant proposals and reports, with support from staff who generate content.
- Communicate with donors, funders, and other funding stakeholders in a way that aligns with our values and strategic directions.

**Strategic Development (20%)**

- Co-lead grassroots fundraising planning and efforts in collaboration with team, key stakeholders, and community members as needed.
- Co-create an organizational business plan with the Operations and Development Circle

### Finance (20%)

- Works with the Development and Operations Circle to prepare budgets and reports.
- Analyze and present financial reports in an accurate and timely manner, and initiate changes (to operations and/or to budgets) as appropriate.
- Prepare the annual budget and update quarterly to present to the Board of Directors.
- Create financial reports to review at staff meetings.
- Update financial policies and Standard Operating Procedures (SOPs).
- Co-creates budgets for programs and advocacy initiatives.

### Accounting (10%)

- Leads all programs and grants accounting.
- Co-lead governance compliance with tax federal, state and local regulations with the Development and Operations Circle.
- Leads maintenance of sound financial practices.
- Co-leads preparation and filing of 990 and contracting annual audit with Operations Steward.
- Lead day-to-day accounting in Quickbooks.
- Co-lead oversight of bank account and reserve funds with Operations Steward.

### Primary Qualifications:

- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- A minimum of 5 years of fundraising, donor engagement and tracking experience.
- A minimum of 3 years of experience in Nonprofit and Government Accounting.
- Experience gathering and evaluating financial information and making actionable recommendations to Circles and teammates.
- Strong familiarity and experience in urban agriculture, food systems, or other community focused areas.
- A commitment to [AUA's mission, values, and strategic directions](#).
- Documented relationship and coalition building skills.
- Strong verbal and written communications skills.
- Strong organizational skills, with a proven ability to manage multiple projects.
- Ability and comfort in working collaboratively.

### Preferred Qualifications:

- Degree in a relevant field.
- Bilingual skills and ability to communicate in more than one language.
- Experience facilitating community meetings and group discussions.
- Familiarity with collaborative work styles, cooperative values, and horizontal leadership.

### Physical Demands:

- Employee to work primarily from home until it is deemed safe to return to a shared office space, with occasional visits to local farms, gardens, and possibly funders.
- Requires ability to engage in farm tasks (e.g using hand tools, shoveling, planting) on an occasional basis.
- Requires ability to use computers, telephones, and other office equipment.

- Requires ability to speak audibly and listen actively.
- Requires ability to lift up to 25 lbs.
- Requires ability to use a computer for an extended period of time.
- May require periodic travel.
- Accommodations will be made to enable individuals to perform the essential functions.
  - Accessibility is supported through accommodations for individuals with differing needs in performing essential functions.

**Status:** This position is full-time, salaried, exempt, and at-will.

**Equal Opportunity Employment:** AUA works affirmatively to provide equal opportunity among its workforce and does not discriminate in the selection of its staff on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, income, marital status, or any other dimension of identity. We strongly encourage applications from diverse candidates, particularly individuals from groups that have been historically under-represented, including but not limited to women, people of color, and immigrants including individuals who were formerly detained, incarcerated, undocumented, or who have navigated the immigration legal system.

**Compensation:**

Starting compensation package is \$58,000 per annum, and includes 90% monthly coverage for Blue Cross Blue Shield health, dental, and vision insurance. Our team operates on a 32 hours per week schedule, and offers unlimited Paid Time Off.

**Expected Start Date:** Tuesday, February 1st, 2022

In a .pdf format, please send a resume, your answers to the questions below and 3 references to [jobs@auachicago.org](mailto:jobs@auachicago.org) by January 17th, 2022, 11:59pm CST.



**AUA Development and Finance Director application questions:**

**Please limit your responses to a maximum of 2 pages.**

- 1. What is your experience with organizing and expanding a grassroots donor base? Specifically, we are looking to know how much money you have raised, how many grassroots donors you cultivate and the overall impact.**
- 2. Describe your experience with ensuring that your organization is compliant with all applicable financial industry standards and laws?**
- 3. What is your approach to diversifying a non-profit funding stream?**
- 4. What is your experience crafting a fundraising strategy which is in line with 3-5 yr budget goals?**