

Smith Farm Center for Healing and the Arts is a nonprofit health, education and creative arts organization that serves individuals, families and communities affected by cancer and other serious illnesses.

We are currently looking to hire a full time professional Development Director.

Duties include (but are not limited to):

- Creating and maintaining an overall development strategy for the organization.
- Overseeing fund development activities, working closely with the Executive Director.
- Managing a facility renovation & expansion capital campaign.
- Identifying, cultivating & soliciting major individual, corporate & foundation donors.
- Identifying opportunities for ongoing stewardship of donors, volunteers & event participants
- Securing significant gifts, developing grant proposals & reviewing grant agreements.
- Oversees gift fulfillment processes, database management & other systems in support of the development program.
- Tracking of and reporting on the Center's activities to funders in a timely manner & writing renewal proposals to current funders.
- Provides timely and accurate reports on fund raising performance
- Ensuring that grant management & reporting is in compliance with U.S. government or other donor regulations.

Qualifications Needed:

- Experience in nonprofit work in comparable fields with demonstrated success in fundraising & partnership development.
- Minimum of BA, Marketing, Business Administration, Public Relations, Nonprofit Management, Communication or related field.
- Knowledge of cancer, arts & healthcare & integrative healthcare a plus.
- Demonstrated leadership in successful fundraising campaigns for nonprofits in annual giving & major donor solicitations.
- Recent experience designing & implementing local campaigns & knowledge of local funding opportunities.
- Demonstrated success with capital campaigns.

- Experience with establishing planned giving programs.
- Demonstrated success with proposal development, grant writing, securing grants & grant reporting.
- Exceptional writing skills with the ability to digest complex concepts & distill them into clear, easily understandable documents.
- Experience with Macintosh is necessary.
- Advanced computer skills & proficient in Word, Excel, PowerPoint & File Maker.
- Knowledge of database and/or donor management software.
- Superior oral & written communication skills.
- Direct & open communication a must.
- Strong interpersonal & professional skills with demonstrated ability to interact with high capacity donors.
- Outstanding initiative & responsibility a must.
- Ability to organize set & implement priorities, as well as to manage multiple tasks in a fast paced environment.
- Superior organization with strong attention to detail.
- Demonstrated ability to meet deadlines, manage competing priorities.
- Ability to work independently & as part of a team.
- Passion for the work, mission & values of Smith Farm Center.
- Must have a friendly, outgoing & positive attitude.

To apply:

Please forward your cover letter, resume, references, salary history & a one-page writing sample to Michelle Clermont, Director of Finance & Administration by email to michelle@smithfarm.com or by fax to (202) 483.8601.

We encourage that you visit our website and learn more about Smith Farm Center and services we provide before applying for this position.

OFFICE MANAGER / ADMINISTRATIVE ASSISTANT TO FINANCE DIRECTOR

Description:

Smith Farm Center for Healing and the Arts is a nonprofit health, education and creative arts organization that serves individuals, families and communities affected by cancer and other serious illnesses. We are currently looking for a professional Office Manager / Administrative Assistant for a wonderful, growing non-profit.

What we are looking for:

- *Friendly, outgoing & positive attitude
- *Strong interpersonal & professional skills
- *Ability to work independently, in a partnership with direct supervisor and as part of the overall Smith Farm Center team
- *Self-starter with outstanding initiative and responsibility
- *Excellent oral & written communication skills
- *Direct and open communication is a must
- *Superior organization, management and research skills
- *Ability to organize, set & implement priorities, and manage multiple tasks
- *Superior time management skills and demonstrated ability to manage competing priorities
- *Capacity to work in a fast paced, growing office environment
- *Advanced computer skills (Word & Excel are a must, File Maker is a plus)
- *MacIntosh proficiency is a must
- *Experience with database management
- *Knowledge of and experience with DC human resource laws
- *BA or equivalent experience
- *Nonprofit experience doing related work
- *Passion for the work, mission and values of Smith Farm Center
- *Desire to grow personally and professionally
- *Knowledge of cancer, arts & healthcare, and integrative healthcare a plus

Duties to include:

Manage general office operations:

- *Maintain a professional, organized and well-run office
- *Maintain the physical office

- *Coordinate with building manager for building vendor needs
- *Oversee maintenance & repair work
- *Maintain & manage phone system and messages
- *Answer phone & respond to inquiries
- *Route requests to appropriate staff members
- *Maintain & upkeep of organizational files
- *Maintain & order office supplies, equipment, and postage as necessary
- *Oversee routine & emergency maintenance of office equipment
- *Retrieve & disseminate mail daily
- *Manage library & resource center
- *Manage database
- *Manage office calendars
- *Manage volunteer program

Administrative Assistance for Administrative and Finance Director:

- *Assist with administrative, financial, Human resources, and operation projects as needed
- *Manage donations and thank you letters
- *Maintain financial filing and vendor files
- *Manage petty cash
- *Manage credit card and receipt reconciliation
- *Manage invoice vouchers
- *Assist with annual audit
- *Perform various administrative tasks as needed

Additional Qualifications:

Please visit our website for more information about the exciting work of Smith Farm:

www.smithfarm.com

How to Apply:

To apply, please send a cover letter, resume, salary history and a one-page writing sample to Michelle Clermont at: Michelle@smithfarm.com