



Development Operations Manager

Job type: Full-time

Location: Remote

Company Description

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.

Benefits Offerings:

- Comprehensive Medical Insurance
- 100% company paid Dental and Vision Insurance for employee and family
- 100% Life and Disability Insurance
- 6% 401k Match – fully vested after first contribution
- Employee Assistance Program
- Robust Vacation, Sick and Holiday Leave
- On-Site Gym with Free Access for Employees
- Training and Developmental opportunities

Position Description

FFAR seeks a Development Operations Manager to join the Development department during an exciting time in the organization's history. This position plays an important role in managing development operations, analyzing reports and data, increasing individual giving and broadly supporting the creation of public-private partnerships.



This position manages the fundraising database, coordinates with multiple departments to facilitate incoming revenue to the organization and identifies opportunities to streamline operations. The Development Operations Manager oversees individual giving, including online fundraising.

Duties and Responsibilities

- Work in conjunction with the Chief Development Officer to identify and prioritize new initiatives and opportunities to increase department revenue and cross-departmental communications
- Develop and implement efficient internal processes to improve project management across the department
- Administer the fundraising database including maintenance and improvements
- Oversee development and finance activities including contributions and project agreements
- Manage FFAR's online fundraising and other individual giving sources
- Work collaboratively with FFAR Communications, Program and Operational staff on events, partner outreach and related activities
- Supervise Development Associate including managing workflow, providing feedback, and evaluating performance

Qualifications

- Bachelor's degree
- Three to five years minimum of professional experience in non-profit development, operations management and communications
- Demonstrated success in project management
- Comfortable managing multiple projects, priorities and deadlines
- Proven experience using fundraising databases. Raisers Edge experience a plus
- Knowledge of Microsoft Office 365 suite required
- Strong writing, editing and proofreading skills with keen attention to detail
- Willingness to take the initiative and problem-solve
- Strong critical thinking, research, analytic and organizational skills



- Ability to work both independently and cross-functionally with colleagues and across departments
- Ability to produce high-quality work
- Commitment to the highest standards of donor service and professionalism
- Highest levels of personal and professional integrity, along with a sense of humor
- Strong IT skills including Microsoft Word, Excel and PowerPoint

Application and Nomination Process

To apply for this position, click this link: [Development Operations Manager Application](#)

FFAR reviews applications on a rolling basis and will accept applications until FFAR selects a candidate. Applications should consist of a substantive cover letter, resume, salary requirements and a list of four (4) professional references with full contact information. No references will be contacted without the explicit permission of the candidate. **Incomplete applications will not be reviewed.**

Additional Information

This position requires long periods 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.

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.