



Development Director

Job Description

Position Summary

The Josephine Porter Institute for Applied Biodynamics (JPI) is seeking an experienced Development Director (DD) to lead our organization through an upcoming period of growth. The successful candidate will shepherd JPI toward the fulfillment of its mission, and the unfolding of our vision. With the support and guidance of the Board of Directors, the DD will be full-time, providing administration and oversight for all financial, marketing, and development activities including fiscal management, fundraising, grant writing, communications, social media, industry networking, retail sales, and outreach. With a willingness to mentor when needed, and by modeling the qualities of true leadership, the DD will ensure our commitment to inclusivity, diversity, accessibility, and equality - as an employer, and as an expectation of anyone who works with us. They shall work in concert with the Managing Director to fulfill all development, financial, and fiduciary responsibilities. As a small, tight-knit organization, JPI places a high priority on communication, recognition and collaboration. The DD reports to the Board of Directors.

Objective and Responsibilities

Working in alignment with the Board of Directors, the Development Director will provide the leadership, passion, commitment, drive, and abilities to lead JPI in the development and implementation of a five-year strategic plan focused on achieving these critical goals, and others as identified through the organizations ongoing visioning and long-term strategic planning processes.

Five-Year Strategic Goals: *The JPI Board of Directors has identified several key projects that are vital to the future of JPI as a national headquarters for biodynamic preparations –*

1. *Development of our recently purchased 25-acre property into a Demeter certified farm organism.*

2. *Building new and renovated facilities to increase preparation production and storage areas and provide the resources of an on-site office, research lab, kitchen, and learning center.*
3. *Active participation in growing a vibrant network of national, regional, and local relationships for the shared purpose of strengthening the biodynamic community and the practice of biodynamic preparation-making.*

Development Director

The Development Director, serving as a senior manager and administrator for all JPI fiscal management, fundraising, communications and marketing activities as outlined below. JPI is flexible to consider providing the support of contractors in specific areas if needed.

- **Fiscal and Fiduciary Management:**

- Work with JPI's accounting firm and office manager on budgets, payroll, Paid Time Off (PTO), taxes, 990 filings, banking and credit cards, tax-exempt status, mailing lists, bookstore, contractors, and suppliers.
- Drafting of an annual budget for JPI Board approval (by the end of the fourth quarter).
- Monitoring of biodynamic preparations pricing and sales based on an annual income analysis and changes in cost of preparation materials and labor (cost of goods sold).
- Overseeing accounts payable/receivable; ensuring compliance with JPI's fiscal control policies/procedures.
- Working with staff and contractors to ensure compliance with JPI policies and procedures, and to produce annual tax filing and financial statements.
- Performing due diligence on all finance and budget matters.

- **Communications & Marketing:**

- Works with staff (and contractors, if needed) to develop and implement an annual communications and marketing plan for Associative Contracts, general JPI product sales, educational resources, research, and outreach activities.
- Oversees all printed and electronic communications and marketing materials to ensure consistent branding of organizational identity, alignment with JPI's strategic focus (or key messages), and appropriateness to JPI's customer/donor base (target audience).

- Ensures that all electronic communications, i.e., the JPI website and outreach email communications, and written correspondence are professional in appearance, mission aligned, accurate, and user-friendly.
- **Fundraising**
 - Works with JPI Board to develop and implement annual fundraising plans as well as capital campaigns to ensure that resources are available for education, research, outreach, etc.
 - Builds and maintains positive external relationships with private donors, corporations, foundations, and government agencies.
 - Works with Office Manager to ensure maintenance of electronic donor records and files.
- **JPI Board of Directors and Board Committees/Volunteers:**
 - Produces “Quarterly Status Report” summarizing all organizational, staff and volunteer activity related to strategic development and communications.
 - Serves as a key member of the Finance and Fundraising/Marketing Committees, and supports all JPI Committees and activities as needed.
- **Special Projects** *(To be identified as needed)*

Ideal Qualifications, Experience, and Leadership Style

- Strong written, verbal, and online communication skills, and minimum education of a bachelor’s degree.
- Commitment to JPI’s mission and vision supported by a strong level of respect for biodynamic preparation making as a craft and spiritual practice.
- Experience in nonprofit administration, organizational development marketing and social media, fiscal management, grant writing, fundraising and marketing strategies.
- Leadership or management experience with for-profit businesses and/or entrepreneurial initiatives.
- Strong organizational abilities including a capacity for setting and achieving strategic goals, budget management, decision making, oversight responsibility and creative problem-solving.

- An approachable and accessible leadership style that treats everyone with humility, interest, and respect.
- Management style that embraces ability to hold self, staff, and others accountable, to inspire others by modeling the qualities of true leadership, and willingness to mentor others as needed.
- Experience using industry outreach and community networking to build effective collaborations with diverse groups and influential individuals.
- Self-awareness of one's level of confidence, and the ability to recognize limits, handle risks and ask for help when needed.
- Travel as a representative of JPI approximately 20% of time.
- Farming experience with biodynamic preparations and regenerative agricultural practices.
- Adept at sharing the “big picture” with employees so that they can connect the dots between their job and organization goals, and how JPI's culture exemplifies a deep love and respect for the healing work of biodynamic preparations.

Performance Evaluation

Full performance evaluations will be administered by the JPI Board of Directors twice during the first year of employment. After the first year of employment, performance evaluations will be conducted once a year.

Compensation and Benefits

The Development Director is a full-time exempt position. Salary and benefits will be commensurate with experience, responsibilities, and skills. Though this position may be performed remotely, relocation expenses to the Floyd, VA area are negotiable. At this time, JPI does not offer health insurance or retirement benefits. All other employment related policies, rules, and guidelines are outlined in the JPI Employee Handbook.

For more information or to apply, please email formal Letter of Interest and Résumé to personnelcommittee@jpibiodynamics.org or call Mike at 845/674-5124.

Position is open until filled.