Development and Communications Associate

*Berkshire Agricultural Ventures* (BAV) is a non-profit organization that provides strategic support to farms and food businesses in order to build a thriving and equitable local food economy in the Berkshire-Taconic region of Massachusetts, New York, and Connecticut.

BAV seeks a creative, dependable and well-organized person to be our Development and Communications Associate. This position will support the growth and efficiency of our organization, by framing and promoting the impact of our work; driving connectivity among BAV, our stakeholders and community at large; and supporting our donor activity and relationships. This role is an opportunity to join a dynamic and evolving organization, and to work with a small team of people who are passionate and dedicated to the work of helping local farmers and food entrepreneurs thrive.

**Our Values:**
Equity is a core value at Berkshire Agricultural Ventures. We know that food justice is racial justice, and local food is still not accessible to all. Our hope is to increase food access and land stewardship for more communities in our service area through our work. We acknowledge that much of what we have to do is listen, learn, and engage in community dialogue to inform and guide our work as an organization. As a staff, we are committed to learning more about food justice, and we invite you to do the same as a BAV staff member. (Read our full [DEIB statement](#)).

**Position Responsibilities:**

**Development (40%):**

- Manage donor database: maintain gift entries, generate reports and mailing lists, and analyze donor data.
- Coordinates fundraising appeals process; generate acknowledgement letters; maintain donor files.
- Research prospects, prepare donor profiles, and manage tracking spreadsheets.
- Coordinate event logistics with program staff.

**Communications/Marketing (40%):**

- Plan and release newsletters, press releases, and other communications.
- Responsible for graphic design for basic print and digital materials.
- Manage BAV brand engagement and media exposure, including advertising, social media, and website.
Admin/Office Management and other Duties (20%):

- Serve as first point-of-contact; connect clients with appropriate staff.
- Maintain office operations; process mail, order supplies, etc.
- Organize and maintain up-to-date organizational information.
- Other duties as assigned.

Required Qualifications:

- Demonstration of exceptional writing, editing and proofreading skills, along with strong verbal communication skills.
- Strong work ethic, naturally organized, excellent attention to detail and accuracy.
- Strong technical skills; experience in working in a non-profit donor database a plus.
- Basic graphic design, photography and photo editing skills are required.
- Team player, able to collaborate on projects with others and also complete work independently.
- Experience working with a team remotely using collaborative workplace technology tools, e.g. Google suite (Docs, Sheets, Drive, Chat, Meet); Adobe Acrobat; Zoom; workflow management (Asana) and database management (DonorPerfect).
- Knowledgeable about working in Squarespace, Constant Contact, Facebook Meta Business Suite, Canva or similar design and communications platforms.
- A passionate interest in farms, local agriculture, food systems, and/or economic development.

We recognize that knowledge, experience, and potential are expressed differently for different people. We encourage anyone with an interest in the position to apply, even if they do not meet 100% of the desired qualifications!

Location/travel: This is a hybrid position and requires office hours at our Great Barrington, MA office, minimum three times a week, with some flexibility.

Salary & Benefits: $47-$52k commensurate with experience and qualifications for full-time position. BAV provides health insurance benefits, a generous time off policy (including three weeks vacation plus 16 holidays including the December holiday week, floating holidays, volunteer days and paid sick days), and opportunities for professional development.

To apply please submit a resume, cover letter, unedited writing sample and a photo or design-related sample to jobs@berkshireagventures.org. Review of applications will begin immediately, and remain open until the position is filled. Berkshire Agricultural Ventures is an equal opportunity employer and values diversity. For questions or further details, please contact jobs@berkshireagventures.org.