

Fundraising and Communications Assistant THE BERRY CENTER

About The Berry Center:

The Berry Center was started in 2011 to continue the agricultural work of John Berry, Sr. and his sons Wendell Berry and John Berry, Jr. John Berry, Sr. was a staunch advocate for small farmers and land conserving economies. His sons took up his work and have continued it. The Berry Center has now taken it up, and is focused on issues confronting small farming families in Kentucky and around the country. We are asking and trying to answer two of the most essential questions of our time; “What will it take for farmers to be able to afford to farm well?” and “How do we become a culture that will support good land use?” These questions are nowhere in the public discourse and yet the answers will go a long way in solving the most serious issues we now face. Our focus may shift because of need, but it will not move from what we believe to be the central issue of our time: the need for a healthy and sustainable agriculture in this country. For more information about The Berry Center please visit www.berrycenter.org.

Job Duties:

The Berry Center is currently seeking a fundraising and communications assistant who will assist the Executive Director and Managing Director by providing key administrative, communications, and fundraising support. This includes but is not limited to the following:

- Managing donor administration activities including but not limited to drafting donor reports, donor database entry, updates, invitations, and acknowledgement letters.
- Assisting the Managing Director in preparing reports, conducting prospect and foundation research that supports fundraising efforts, and aiding in the day-to-day operations of the Center.
- Serving as project manager for e-mail newsletter and other print and electronic communications.
- Generating social media posts and campaigns that support program activities and fundraising efforts.
- Maintaining the organization’s website.
- Developing and maintaining various databases.
- Providing computer technical support and training for staff and/or working with contracted IT firm to resolve issues that cannot be handled “in-house.”
- Administrative tasks such as scheduling meetings, making travel arrangements, filing, copying, scanning, emailing, and making telephone calls.
- Other duties as assigned.

Skills and Requirements:

- Self-directed yet flexible in a deadline-driven and fast-paced environment.
- Works well with others. Ability to anticipate supervisor and staff needs.
- Strong organizational skills and attention to detail required.
- Ability to conduct research analysis and coordinate administrative documentation.
- Proficiency with the following programs, platforms, and applications:
 - Blackbaud E-Tapestry Contacts Management
 - Constant Contact and Word Press
 - Facebook, Twitter, YouTube, etc.
 - Microsoft Office and Adobe Suites
- Ability to sit and work at the computer for extended periods of time and to carry up to 35 pounds.

Please send a cover letter and resume to: Katie Ellis, Managing Director at katieellis@berrycenter.org by Wednesday, June 7, 2017.