



Fundraising Manager

About Cornucopia Project

The Cornucopia Project, Inc. is a 501(c)(3) nonprofit organization leading hands-on nutrition education in New Hampshire. The mission of Cornucopia Project is to plant seeds for a lifetime of healthy eating through garden, kitchen and farm education. Cornucopia Project envisions a resilient community that celebrates healthy food, hands-on learning and environmental sustainability. Gardening with children since 2005, our interdisciplinary programs connect youth to the local foods system. We foster curiosity and stewardship of the natural world while introducing the essential skills of growing and preparing nutritious, delicious foods. In addition to educational activities, Cornucopia Project works with schools, youth groups and local organizations to improve nutrition and local food access.

Cornucopia Project's students grow vegetables, herbs and native flowers at nine school gardens and at our two acre Educational Farm. Our organically-grown produce is provided to school cafeterias and classrooms; and to the community through: programs and projects, two local food pantries, community suppers, and our Community Supported Agriculture (CSA) Membership. Our teaching model and resources are shared statewide and nationally through farm to school networks and we lead the Monadnock Region branch of the New Hampshire Farm to School Network. Growing gardens, providing healthy food for families, bringing students into the kitchen, and inspiring future food system advocates are some of the ways that Cornucopia Project works for a healthier future for all.

Cornucopia Project team is comprised of a Board of Directors, and an Executive Director, five year-round staff, eight student fellows, and seasonal adjunct educators. Our \$480,000 organizational budget is supported by individual donations, grants, foundations, sponsors, and educational contracts. For more information please visit: www.cornucopiaproject.org

Position Summary

The Fundraising Manager is responsible for managing and implementing Cornucopia Project's fundraising and donor engagement strategies. This role supports organizational fundraising and sustainability through donor management, campaign coordination, and community and donor outreach, while serving as a public-facing representative at events and local meetings. The ideal candidate is an excellent communicator, highly organized, and comfortable working collaboratively with staff and the public across multiple environments.

Job Title: Fundraising Manager

Status: Regular, Part-Time, Hourly

Reports To: CEO and Operations Manager

Location: Peterborough, NH

Salary Range: \$22.00-\$24.00, hourly

Donor and Fund Development

- Manage and grow a diverse donor portfolio, ensuring timely and meaningful stewardship.
- Donor recordkeeping and reporting using CRM software.
- Develop and implement annual fundraising strategies in partnership with members of the fundraising team.
- Prepare compelling donor communications, including letters, updates, and coordinating with the Creative Director to produce impact materials.
- Initiate and lead meetings and gatherings with individuals and groups.
- Successfully represent the organization's interests in all settings.

Capital Campaign Management

- Assist in planning, coordinating, and tracking progress of multi-year capital campaigns.
- Support Board members, campaign committees, and staff with materials, logistics, and communication efforts.
- Monitor campaign benchmarks and contributions, providing regular updates to leadership.

Events and Community Engagement

- Plan, organize, and execute fundraising events, including written appeals, benefit events, and donor gatherings of all sizes.
- Represent Cornucopia Project at community events and table opportunities.
- Serve as a speaker at local service group and civic club meetings to promote mission awareness.
- Collaborate with staff to create engaging event experiences that reflect the values of the organization.

Communications

- Support or oversee mission-aligned communications content and share organizational news appropriately with your specified audience.
- Contribute to newsletters, website updates, and donor-oriented materials.

Team Collaboration

- Work closely with the Operations Manager, Grants Manager, and Creative Director to align fundraising with broader organizational storytelling, branding, and strategy.
- Coordinate with program staff to collect impact stories, photos, and updates.
- Participate in team meetings and contribute to a positive, collaborative work culture.
- Engage Volunteers of all ages across multiple areas.

Qualifications

- Bachelor's degree or equivalent experience in nonprofit development, communications, marketing, or a related field.
- Minimum 3 years previous experience in fundraising or donor relations required.
- Strong writing, public speaking, and interpersonal communication skills.
- Experience with (or ability to quickly learn) Salesforce and related CRM.
- Excellent organizational and communication skills.
- Proficient with Google Workspace.
- Ability to work independently and in a team, manage multiple tasks, and meet deadlines.
- Confidently engages with community members of all ages and backgrounds.
- Ability to work comfortably in both outdoor farm and office environments.
- Occasional evening or weekend work for events.

The Fundraising Manager is a part-time, temporary role, with opportunity for the right candidate to advance into a regular, salaried position. This role reports directly to the CEO and Operations Manager and is based in Peterborough, NH. Partial remote work may be possible.

Interested applicants should submit a cover letter and resume to veggies@cornucopiaproject.org. The subject line should read, "*Fundraising Manager and [YOUR NAME]*".

The Cornucopia Project is an EQUAL OPPORTUNITY EMPLOYER committed to providing a nondiscriminatory and inclusive environment for its employees. We are committed to diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. The Cornucopia Project is a family-forward organization that promotes a healthy work-life balance for all staff. For more information about Cornucopia Project, please visit www.cornucopaiaproject.org