



## Community Engagement

Common Threads connects kids to healthy food in the garden, in the kitchen, and at the table. We want kids to grow up making food choices that are good for their bodies, their communities, and the environment. Founded in 2007 and based in Bellingham, Washington, Common Threads is a grassroots, 501(c)(3) non-profit organization that promotes a “seed to table” approach to food production, good nutrition, and environmental stewardship. Historically, most of our programs have taken place on public school grounds, during the school day. Common Threads also runs after-school gardening and cooking programs at schools and affordable housing complexes, and spring/summer camps at an urban farm site.

During the COVID-19 pandemic, programming continues to adapt to the changing needs of our community. At times, some work may need to be conducted virtually, and you can expect a hybrid work environment.

At Common Threads, we hold ourselves accountable (individually and as an organization) to a life-long learning journey as we work to identify the roles that each of us can most appropriately play in dismantling systemic racism and building a more just and equitable world. We welcome candidates of all racial and gender identities, cultural and economic backgrounds, and of any sexual orientation to apply for employment and service opportunities. Common Threads is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, veteran status, or marital status in employment or the provision of services.

## Responsibilities

- Harvest stories and photos that help Common Threads’ impact come alive for a variety of stakeholders
- Identify ways to engage current and prospective donors and volunteers in connecting the dots between their personal life mission and Common Threads’ mission
- Cultivate, steward and sustain relationships with a diversity of stakeholders including current and potential donors and volunteers, businesses, and community partners through regular communications, including social media posts, monthly e-newsletters, gift recognition/thank-you’s, and digitally published quarterly and annual reports
- Coordinate representation of Common Threads at community tabling and speaking events
- Refine and improve annual fundraising plan
- Lead all fundraising initiatives, including a spring campaign, Giving Tuesday, end of year campaign, and a monthly giving program
- Establish a major gifts program and a planned giving program
- Oversee fundraising database and tracking systems
- Manage website edits
- Collaborate with Executive Director and Grants and Contracts Coordinator on impact reporting

## Skills and Qualifications

- Passion for Common Threads' mission of connecting kids with healthy food from seed to table
- Demonstrated successful experience with fundraising and communications, and/or relevant lived-experience in community engagement
- Able to collaborate with a small and close-knit leadership team: responding, delegating, and coordinating as appropriate
- Creative, self-starting, candid, courageous, flexible and agile in the face of change, and able to have fun while getting things done
- Strong written and spoken communication skills
- Detail-oriented, organized, punctual, reliable: able to prioritize multiple tasks and meet deadlines
- Legacy/sustainability oriented – strong documentation and record-keeping skills
- Strong computer skills and experience with social media platforms, Google Suite, Mailchimp and Wordpress
- Experience with donor management systems, NeonCRM preferred
- Although virtual work will often be an option, the successful candidate for this position will need to be able to participate in in person work at Common Threads' Bellingham, WA office at least 1 day/week.

## Hours and Compensation

- Full Time (defined as 35+ hours/week), non-exempt
- Trust based work time and location
- 95% dental and medical premiums for employees (employees may add dependents at their own expense)
- 3% 401K retirement match
- Starting salary \$38-50 K depending on experience. Annual performance and cost of living increases

## To Apply

- Send resume, cover letter, and two references to Common Threads: [hr@commonthreadsfarm.org](mailto:hr@commonthreadsfarm.org) and fill out this [demographic survey](#) (optional)
- Applications accepted until the position is filled. Ideal start in May 2022

Please note: All employees are required to be fully vaccinated against COVID-19 or obtain a religious or medical exemption.