



Communications & Development Coordinator

Overview

Common Threads Farm 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 Farm is a grassroots, 501(c)(3) non-profit organization that promotes a “seed to table” approach to food production, good nutrition, and environmental stewardship. Common Threads Farm runs **school day and after-school gardening and cooking programs**, as well as **spring and summer camps**. Additionally, Common Threads Farm operates a **mobile food truck**, whose primary purpose is to provide free, nourishing foods to kids where and when they need them most.

Position Description

The Communications & Development Coordinator supports Common Threads Farm’s fundraising, donor engagement, and external communications efforts. This role helps tell the story of the organization’s impact through newsletters, appeals, social media, website content, events, and donor communications, while also supporting development systems and relationship-building efforts led by the Executive Director.

This position is ideal for someone who is a strong writer, highly organized, creative, and relationship-oriented. They will serve as an external face of the organization and key partner to the Executive Director by helping ensure that Common Threads Farm communicates consistently, stewards donors well, and stays on track with development and communications priorities. For highly experienced candidates, the position may be titled Communications & Development Manager with commensurate expectations and compensation.

Responsibilities

1. Communications, Marketing & Storytelling (35–45%)

- Manage a simple content calendar for external communications, including newsletters, email campaigns, social media, and website updates.
- Draft and schedule content that highlights Common Threads Farm’s programs, impact, partnerships, and community presence.
- Gather and organize stories, quotes, photos, and basic program updates from staff and partners for use in donor and public-facing communications.



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- Support creation of print and digital communication materials such as one-pagers, flyers, event invitations, appeal materials, and simple reports.
- Help maintain a consistent organizational voice, message, and visual style across platforms and materials.
- Assist with website updates and basic content management as needed.

2. Donor Communications & Fundraising Support (30–35%)

- Support planning and execution of fundraising campaigns, including annual appeals, seasonal campaigns, GivingTuesday, and other donor outreach efforts.
- Draft donor-facing communications including thank-you letters, stewardship emails, appeal language, and donor updates.
- Coordinate donor acknowledgments and stewardship touchpoints to help ensure timely, thoughtful follow-up.
- Support donor meetings, tours, and cultivation activities led by the Executive Director, including scheduling, materials preparation, and follow-up.
- Help track campaign timelines, tasks, and deliverables so fundraising efforts stay organized and on schedule.

3. Development Systems & Reporting (15–20%)

- Maintain a clean, accurate donor CRM and ensure gifts, contact records, notes, and follow-up actions are entered consistently and on time.
- Generate simple development reports for the Executive Director and board, such as donor lists, campaign updates, lapsed donor reports, or giving summaries.
- Support list pulls, mailings, and segmentation for appeals, newsletters, and stewardship efforts.
- Help maintain a library of current boilerplate language, key organizational statistics, impact statements, and stories for use across communications and fundraising materials.

4. Events & Community Engagement Support (10–15%)

- Support planning and coordination of donor events, community events, and fundraising-related gatherings.
- Assist with invitations, RSVPs, event communications, materials, and post-event follow-up.
- Represent Common Threads Farm professionally and warmly with donors, partners, families, and community members.
- Support other communications and development-related projects as needed.



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Required Qualifications

- 2+ years of professional experience in communications, fundraising, marketing, donor relations, sales or related work.
- Strong writing and editing skills, with the ability to tailor tone and messaging for different audiences.
- Strong organizational skills and attention to detail; able to manage multiple timelines, projects, and follow-up tasks.
- Comfort with digital communications tools such as email platforms, social media, and basic design tools
- Strong interpersonal skills and ability to represent the organization in a welcoming, professional way.
- Ability to work independently, take initiative, and collaborate effectively with colleagues.
- Commitment to Common Threads Farm's mission and enthusiasm for food, education, and community-based work.

Preferred Qualifications

- Experience supporting both communications and fundraising in a small nonprofit setting.
- Familiarity with donor CRMs (Neon, boomerang, or other), email marketing platforms, or event/ticketing tools.
- Experience using Canva, Adobe Creative Suite, or similar design tools.
- Experience updating website content in WordPress or Squarespace or a similar platform.
- Experience in and passion for food systems, youth education, or community-based nonprofit work.
- Bilingual English/Spanish is a plus.

What Success Looks Like (6–12 months)

- Communications are consistent and on-brand: regular email newsletters, active social media presence, and timely website updates that clearly convey Common Threads Farm's mission and impact.
- Donors experience prompt, thoughtful stewardship: thank-you letters/emails go out reliably, and key donors receive at least a few personalized touchpoints each year (calls, notes, updates).
- The CRM is current and usable: gifts, contacts, and interactions are entered accurately; you and the ED can easily pull basic lists and reports for campaigns and board updates.
- Fundraising campaigns are well-executed: appeal timelines are mapped out, materials are prepared on time, and basic metrics (total raised, response rate, email open rate) are tracked and shared.



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- Over time, key indicators such as donor retention, donor growth, average gift size, and online engagement show steady improvement, reflecting stronger donor and community relationships (as part of the broader development team effort).

Equal Employment Opportunity

At Common Threads Farm, we hold ourselves accountable (individually and organizationally) to a life-long learning journey toward 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 Farm 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.

Compensation and Benefits

- Pay: \$46,000-\$52,000 per year, depending on experience and placement within Common Threads Farm's salary bands (Level One - Coordinator or Level Two - Manager)
- Full Time (40hrs/week), non-exempt
- Medical & dental insurance (Common Threads Farm pays 95% for employees)
- Simple IRA retirement plan with a 3% company match, after 1 year of employment
- **Time Off Policy:**
 - PTO: 18 days
 - 12 Paid Holidays*
 - Bonus PTO day in birth month
- Access to fresh, organic produce, herbs, and flowers from the gardens when available
- Flexible scheduling & some ability to work remotely outside of committed in-person time (requires director approval)
- Supportive, understanding, and flexible work environment that values work/life balance

Work Environment & Reporting

- Reports to and is supported by Common Threads Farm's Executive Director
- This is an in-person position based at Common Threads Farm's Bellingham, WA office, with flexibility provided on basis of Manager approval
- This position is not a good fit for someone looking to work 100% remotely

To Apply

Please submit a resume and cover letter to stephanie.pal@commonthreadsfarm.org with the subject line: Communications & Development Coordinator