



---

Berkshire • Columbia • Dutchess • Litchfield

## Development and Operations Associate

*[Berkshire Agricultural Ventures](#) is a non-profit organization dedicated to supporting the development and viability of local farms and food businesses. Our mission is to build a thriving, resilient, and equitable local food economy across the Berkshire-Taconic region. Berkshire Agricultural Ventures is an [equal opportunity employer](#) and values a diverse and inclusive workplace.*

**Our Values:** BAV is committed to diversity, equity, inclusion, and belonging. These values are intertwined with our mission to support the development and viability of local farms and food businesses. We know that there is more work to be done to make the local food system just and equitable for all. BAV is committed to shifting our own practices through listening, learning, and organizing with our community. Read our full [statement](#).

### Position Overview

BAV seeks an experienced, detailed, and solutions-oriented **Development and Operations Associate** to manage core components of resource development and operational support. This pivotal role focuses on data integrity, gift processing, and systems coordination in support of strengthening the organization and achieving fundraising goals. Reporting to the Development Director, you will work both independently and collaboratively with a dedicated team, becoming an integral part of our dynamic organization and an important resource for staff.

### Key Responsibilities

#### Development & Fundraising (50%)

- **Data & Systems Management:** Independently maintain and optimize DonorPerfect and related tools ensuring accurate and reliable donor data and giving analysis.
- **Reporting & Analysis:** Generate and refine reports and data outputs to support data-driven fundraising performance and leadership decision-making. Provide recommendations for outreach, appeals, budget tracking, impact reports, and stewardship.
- **Prospect Research & Stewardship:** Research and build profiles for prospective individual, corporate, and foundation donors.
- **Gift & Grant Processing:** Manages end-to-end gift processing operations, including data entry and generating donor acknowledgement letters, ensuring accuracy, timeliness, and compliance with established policies and financial standards.
- **Appeals:** Coordinate direct mail and digital fundraising appeals.
- **Events:** Collaborate on planning, logistics, and execution of donor engagement events.

#### Administrative Operations (50%)

- **Communications & Front-Line Support:** Serve as BAV's first point of contact, managing email and phone correspondence with farmers, donors, contractors, and stakeholders.
- **Data Collection & List Management:** Maintain contact lists and work with the program team to implement evaluation and outcome reporting processes.
- **Board Administration:** Assist with Board support, including quarterly Board meeting prep, assembling materials, coordinating meetings, and capturing meeting minutes.

- **Community Engagement:** Table at regional community events representing BAV.
- **Office & Tech Management:** Manage office and virtual tools - check mail, order supplies, and co-administer team software tools, and subscriptions.
- **Social Media:** Co-manage BAV's social media accounts.

**About You:**

- Forward-thinking and highly organized with strong interpersonal skills and ability to work effectively across teams and functions.
- A strong commitment to seeing multiple projects through, can adapt to evolving organizational needs, and take initiative.
- Proactive, self-directed, and solutions-oriented approach to work.
- Interest in or experience with farming, local food systems, and economic development. You can see yourself as a representative of our mission, even if you have no formal food or agriculture background.
- Clear, thoughtful verbal and written communication skills, comfortable engaging with a diverse range of constituents and stakeholders.
- Proficiency with non-profit donor databases (DonorPerfect a plus) and collaborative workplace tech (Google Suite, Zoom, Adobe Acrobat, and Asana). You aren't afraid to learn new tools or teach co-workers how to use them in new ways.
- Embrace opportunities to lead projects for BAV and jump in to help others when necessary.
- High level of accountability for quality and outcomes of assigned responsibilities. Strong attention to detail with the ability to ensure reliable, accurate data and proficiency in reporting and analysis.
- Proven ability to improve workflows, enhance efficiency, and support scalable operations.
- Experience with Canva, photo/video skills, and/or basic design principles are a bonus!

We recognize that knowledge, experience, and potential are expressed differently for everyone. We encourage you to apply if you are excited about this role, even if you do not meet 100% of the qualifications.

**Location/travel:** This position requires regular office hours at our Great Barrington, MA office a minimum of three times a week, and occasional availability on evenings and weekends within our four-county service area – Berkshire, MA; Litchfield, CT; Columbia and Dutchess, NY.

**Salary & Benefits:** \$52-\$57k commensurate with experience and qualifications for a full-time non-exempt position based on a 40-hour workweek. BAV provides health insurance benefits, 401K Plan with matching contribution, generous time off policy (including three weeks vacation plus office closure for the December holiday week, floating holidays, volunteer days, and sick days), tech stipend, and opportunities for professional development.

**To Apply:** Please submit a resume and cover letter to [jobs@berkshireagventures.org](mailto:jobs@berkshireagventures.org) with subject line "*Development & Operations Associate*". Please address the following in your letter:

- Your relevant experience in nonprofit development and/or operations.
- A specific project or achievement that highlights why you are a great fit for this role.
- If you do not currently live within commuting distance of Great Barrington, MA, please outline your timeline or plans for relocating.

**Application Timeline:** Applications will be reviewed as they are received. Priority will be given to applications received by **July 7, 2026**. Applications received after this date will be reviewed on a rolling basis until the position is filled.