



Development Officer Central Arkansas

About Apple Seeds

Apple Seeds is a nonprofit organization based in Fayetteville, Arkansas with a branch in Central Arkansas. We work to educate and excite children about fresh fruits and vegetables while increasing access to healthy food while improving health. Our mission is to inspire healthy living through garden-based education. Apple Seeds offers experiential garden and culinary based activities through programs on our Teaching Farm, in schools, and through virtual formats reaching over 21,000 students a year. For more information about Apple Seeds, visit <https://appleseedsnwa.org/>.

Position Overview

The Development Officer will play a crucial role in building out our Central Arkansas platform achieving our annual revenue goals. This position reports directly to the Development Director. This role will focus on annual giving, implementation of the Benevon model in Central Arkansas, grant writing, corporate giving, and a capital campaign project. This position will serve as the primary development presence in Central Arkansas and therefore requires a high degree of project management, initiative, and autonomy. The role will work in partnership with the Northwest Arkansas development and leadership teams in a remote capacity.

Key Responsibilities

- Benevon/Major Gift Pipeline Building in Central AR
- Research grant prospects and submit grants for Central AR location
- Build and manage a corporate portfolio of qualified donor and sponsor prospects
- Manage and grow Individual Giving for Central AR
- Collaboration with Communication Specialist for PR, capturing content, and stories from Central AR
- Perform other duties that help fulfill our mission and abide by our organizational values.
- Volunteer recruitment and management

Qualifications

- 5+ years of nonprofit fundraising experience with a proven track record of success in major gifts, corporate and foundation giving, and special events.
- Bachelor's degree or higher in nonprofit management or relevant field.
- Experience with metric-driven performance goals.
- Strong project management skills.
- Excellent written and verbal communication skills, including the ability to write compelling donor communications and marketing materials.
- Strong leadership and management skills.
- Demonstrated ability to work collaboratively with colleagues and volunteers.
- Experience with donor management software.
- Passion for health, fresh foods, education, and the farm to table movement.
- Grant Professional Certification (GPC) preferred.
- Experience with the Benevon fundraising model or Major Gift pipeline building preferred.

**Hours:**

- Hybrid- Little Rock, AR site location
- Full-time, Exempt position, 40 hours per week
- Some evening or late afternoons will be required

Anticipated Start Date: Summer 2026

Benefits:

- Annual salary of \$60,000-\$80,000 commensurate with experience
- Full-time employees are eligible for health insurance after 60 days, with Apple Seeds covering 50% of the premium. Additional family members can be added at extra cost
- SIMPLE IRA with a 3% employer match
- Benefits include 15 days of paid vacation/personal leave, 14 days of holiday vacation, and up to 6 days of paid sick leave annually

Equal Opportunity Statement

Apple Seeds is dedicated to providing equal employment opportunities to all individuals based on job related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. People from these and other historically marginalized backgrounds are encouraged to apply.

Application Instructions

Applications will be reviewed on a rolling basis. We will continue accepting and reviewing applications on a rolling basis until the position is filled. Please email a resume and cover letter to: Brooke LeMasters, brooke@appleseedsar.org