



JOB DESCRIPTION

Position: Development Director

Reports to: Executive Director

Status: Full-time, exempt

Salary: \$90,000 - \$120,000

Organization Description: Food For Thought (FFT) is a nonprofit that provides comprehensive nutrition services to people in Sonoma County affected by serious medical conditions. Services include weekly groceries, prepared meals, vitamins and supplements, nutrition education, and countywide delivery. Located in downtown Forestville in a beautiful building surrounded by organic gardens, FFT operates with a staff of 25 and 500 volunteers. The values of community, healing, excellence, and kindness are deeply ingrained in the culture of the agency, which seeks to provide both food and love to all clients. FFT is committed to creating and maintaining a workplace that promotes diversity, equity, and inclusion, with an atmosphere of great comradery and collaboration. This position presents an exciting opportunity to contribute to a growing, thriving agency in a time of creative expansion and change.

Position Summary: The Development Director reports to the Executive Director, and supervises a development staff of four. The role of the Development Director is to plan, implement, and evaluate Food For Thought's comprehensive fundraising program. Primary duties include overseeing major gifts, annual gifts, and legacy gifts programs, and supervising and engaging board, staff, and volunteers in development efforts. This full-time (40 hours per week) position includes excellent benefits, and requires occasional work during evenings and weekends.

Position Responsibilities:

Planning and Evaluation (20%)

- Develop FFT's annual development plan and strategy
- Create department work plans and budgets, monitor and update as needed
- Write regular development reports for board and committees
- Analyze development efforts and seek constant improvement
- Assist in agency's strategic planning efforts

Annual Giving (25%)

- Oversee direct mail program, monthly giving program, online giving, and additional fundraising campaigns as necessary
- In collaboration with Development Coordinator, enhance and implement agency donor stewardship plan

Major Gifts (15%)

- Enhance and formalize agency's major giving program, with goal of increasing individual gifts of \$5,000 and up, and total annual major giving
- Create and implement individualized plans for donors and donor prospects
- Be main point of contact to steward, ask, and recognize a caseload of donors; work with the ED, board, and development volunteers to steward additional donors

Legacy Giving (5%)

- Enhance and formalize agency's legacy giving program, with goal of increasing number of members in the legacy society
- Identify, cultivate, and ask legacy donor prospects, as well as improve recognition of current and past legacy donors

Supervise Team and support their efforts (20%)

- Directly supervise Events Manager, Grants Manager, Communications Manager, and Development Coordinator
- Play active role in directing and supporting FFT's events, institutional funding, marketing and communications, and development operations
- Coordinate and facilitate regular development team meetings

Promote Culture of Philanthropy (5%)

- Provide development training and support to board members, staff, and volunteers
- Work with Volunteer Manager to identify, train, engage, and support development volunteers
- Help board and staff members develop individualized fundraising plans and support their efforts to implement them

Administration (10%)

- In collaboration with administrative staff and Development Coordinator, oversee tracking and acknowledgement of all donations, manage donor database, perform data entry and analysis as needed
- Attend staff meetings, management team meetings, and advocacy committee meetings
- As needed, attend board meetings, various committee meetings, and other meetings

General responsibilities:

- Maintain agency's reputation for integrity, caring, and respect
- Seek continuous improvement in department processes and systems
- Maintain confidentiality for donors, volunteers, and clients
- Pursue continuing education and training on topics relevant to position
- Assist other staff members with food bank and administrative operations as needed
- Other tasks as assigned

Qualifications

- Passion for Food For Thought's work to provide nutrition to people living with serious medical conditions
- Five or more years of nonprofit development experience, preferably at a leadership level
- Three or more years of supervisory experience with team leadership skills and performance management
- Strong critical thinking and organizational skills
- Overall computer literacy, proficiency with MS Word and Excel, Google products, and donor databases
- Strong communication and presentation skills, ability to speak and write persuasively

- Attention to detail and adherence to deadlines
- Access to transportation for occasional local travel
- Food For Thought requires a COVID 19 vaccination and at least one booster

Food For Thought is an equal opportunity employer.

To Apply:

Please send a resume and cover letter to jobs@fftfoodbank.org.