



Development Manager Job Announcement

The Alameda Food Bank is searching for an experienced leader passionate about ending food insecurity in the City of Alameda. With the help of our five (5) full-time team members, over 500 dedicated volunteers including a supportive and engaged Board of Directors, the Food Bank is seeking our first ever Development Manager who can leverage their fundraising expertise to provide healthy and culturally sensitive nourishment to those who need it in our diverse island city community.

The **Development Manager** will be the first paid development staff member and will be responsible for guiding the organization in achieving its goals and objectives. The Development Manager will be responsible for establishing a formal fundraising program including annual fund, major gifts, grants, and corporate partnerships. This may include hiring future staff, growing the department and coordinating with vendors, contractors, and consultants. The Manager will work closely with a highly engaged board on their involvement with fundraising activities.

The **Development Manager** will provide critical support to the Executive Director and Board of Directors in their fundraising efforts, particularly during the capital campaign. A consultant will provide guidance and counsel during the initial phase. Alameda Food Bank has a small and lean staff, with 500 volunteers annually and serves 1,200 clients per week. The Development Manager may be asked to work occasional nights and weekends for events and donor engagement activities and support the staff during high volume days.

Knowledge, Skills, and Abilities

A successful candidate can demonstrate many or all the following attributes:

- Minimum five (5) years' experience in nonprofit and fundraising positions, demonstration of promotion and increased responsibilities
- Experience in fundraising among individuals in major gifts and annual fund, foundations, and corporations, including the involvement of board members and volunteers
- Keen analytical and fundraising skills with the ability to recognize opportunities, identify critical, high pay-off activities and prioritize them to attain goals
- Coordination of small donor events, meetings, and engagement opportunities
- Proficiency and experience in nonprofit database management and administration, preference experience with Network for Good
- Working knowledge of trends, technology and tools that enhance fundraising efforts
- Strong attention to detail and the ability to make sound and timely decisions
- Strong proficiency in Microsoft Office Suite and Google Workspace
- Current California driver's license with an insurable driving record and access to reliable transportation to attend meetings

Preferred Qualifications

- Previous leadership experience in a social-services or client-facing nonprofit organization. Food Banking experience is a plus.
- Experience integrating diversity, equity, and inclusion principles into organizational decision-making.

- Formal college-level education and/or certification in business management, nonprofit management, marketing, or communications.

Personal Attributes & Values

- Passion, enthusiasm, focus and creativity around AFB's mission and vision.
- Solves challenges through an interdisciplinary, inclusive, and integrative approach by building solutions that bridge different interests/points of view.
- Innovative self-starter able to ideate and execute projects to completion.
- Collaborative leadership style that engenders a culture of teamwork and highly values employee and client/customer satisfaction.
- Approachable demeanor that can comfortably interact with food insecure clients and high-level contributors alike.
- Impeccable integrity and honesty.

Physical Requirements

This position is in an open warehouse environment and requires working for a full shift while exposed to seasonal weather temperatures. Able to perform the following duties with or without accommodation:

- Work daily in a warehouse environment with temperatures ranging from minus 2 degrees in our cold storage units to above 90 degrees.
- Traverse the warehouse floor frequently throughout the day to execute duties.
- Stand/sit for the duration of the scheduled shift.
- Able to operate computer and mobile devices.
- Mobility to respond to moving vehicles, equipment, and loud noises/sounds typical in a warehouse setting.
- Sit at a desk, conference room or workstation for more than three (3) hours at a time.
- Travel to local events for meetings with external stakeholders.
- Communicate in clear speaking voice in person, before large audiences and over audio or video-based communications applications (e.g., phone, Zoom).

Compensation & Benefits

This is a full-time, exempt hybrid position working Monday through Friday, 8:30 a.m. to 5:00 p.m., with occasional evening and weekend hours (40 hours per week). The position may work up to three (3) days remote, as needed. The starting rate of pay for this position is \$98,876 annualized, depending on experience. AFB offers a competitive benefit package including:

Medical/Dental/Vision Coverage: AFB pays 100% of employee and 50% of dependent premiums for medical, dental and vision coverage on our Kaiser Gold base plan and optional buy-up to our Blue Shield PPO plan.

Life, long-term disability, and employer assistance program (EAP) coverage at no cost to you!

Paid Time Off (PTO): Employees are eligible to accrue up to 15 days of PTO in their first year.

Paid Holidays: Thirteen (13) paid holidays annually.

Professional development opportunities.

How to Join the Food Bank Team

We encourage you to submit your interest even if you don't check every box! Please apply by visiting [our applicant website here](#). Please include a cover letter and resume.

Due to our size and the increased demand for our services, we are unable to take phone calls about this position, nor sponsor visas at this time.

EEO Statement: Alameda Food Bank believes that all individuals deserve to be always treated with respect and dignity. To that end, the Alameda Food Bank provides equal employment opportunities

(EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the AFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the AFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

About the Alameda Food Bank

The Alameda Food Bank (AFB) began operating in 1977 from a closet at Twin Towers Methodist Church providing monthly emergency food to an average of ten local families in need. Today, we serve nearly 6,000 food insecure individuals in the City of Alameda. Through our all-choice Island Community Market, the AFB provides free groceries to those that live, work, or go to school on the Island. An average family can receive over half of their monthly groceries. Last year we distributed nearly 2 million pounds of food to sustain our community!