



FOOD for LANE COUNTY JOB DESCRIPTION

POSITION TITLE: Development Director

RESPONSIBLE TO: Executive Director

CLASS: Full-time, salaried, exempt. Must be available for evening and weekend hours as needed.

COMPENSATION: \$75,000-\$85,000/year, depending on experience. Health insurance benefits offered after 60 days of employment; other benefits offered after 90 days of employment are satisfactorily completed.

SUMMARY of POSITION: This position is responsible for directing, developing, coordinating and implementing fundraising strategies, events, and activities to support the annual fundraising goals of the agency, currently over \$3.6 million a year. The Development Director collaborates with Executive Director, staff, Board and volunteers to fulfill fundraising goals. Position calls for an experienced, motivated fundraising professional who wants to make a difference and who has a passion for FFLC's mission and vision.

PRIMARY TASKS & RESPONSIBILITIES:

❖ Fundraising, Planning & Management

- Works with Executive Director to develop annual major gift solicitation goals and strategies, and personally manages a portfolio of major gift donors and prospects.
- Directs and implements a variety of fundraising activities including: major gift solicitation, corporate sponsorships, direct mail, grant proposals, donor relations, and special campaigns and projects.
- Oversees the organization and success of all fundraising events.
- Works with Development Team to establish annual goals, creates a calendar of fundraising activities and conducts ongoing evaluations of development work
- Develops the annual fundraising budget which is incorporated into the annual agency budget.
- Directs and supervises the Development Team including staff in marketing, grant writing, volunteer management, media, events, database management, donor and corporate relations, community engagements, food solicitation and front desk.
- Coordinates direct mail appeals letters and donor acknowledgment procedures.
- Sets goals and expands planned giving program and Endowment Fund each year.
- Provides leadership for weekly Development Team meetings.
- Serves as lead staff for the Board Development Committee and supports Board fundraising goals.
- Coordinates the work of volunteers and/or other employees as needed for the successful execution of FFLC fundraising activities.

- Works with Executive Director to create and craft messages for donors and media.
- Assists and supports capital campaign fundraising efforts and solicitations.

❖ Donor Development

- Works with the Executive Director to manage donor contact by FFLC staff, board and volunteers.
- Manages donor stewardship activities including recognition and acknowledgment, donor correspondence, donor engagement and special events.
- Identifies strategies to cultivate potential donors, including individuals and businesses.
- Conducts face-to-face requests for gifts, personally making requests for support.
- Implements a variety of strategic communication methods (verbal and written) to engage individuals (donors, staff, volunteers, business leaders, etc.).
- Builds relationships with existing donors to increase levels of giving.
- Prepares and delivers presentations and agency tours for existing and potential donors.
- Manages foundation and grantor relationships.

❖ Leadership

- Participates as a member of the FFLC Management Team.
- Inspires, motivates, and guides others toward accomplishing goals. Achieves desired results through effective people management.
- Influences others to build consensus and gain cooperation. Proactively resolves conflicts in a positive and constructive manner.
- Identifies complex problems. Involves key parties, gathers pertinent data and considers various options in decision making process. Develops, evaluates and implements effective solutions.
- Leads effectively with excellent verbal and written communication. Initiates and collaborates with organizational departments and teams.

OTHER TASKS & RESPONSIBILITIES:

- Represents the agency with knowledge and respect.
- Participates in ongoing agency strategic planning and goal-setting.
- Attends weekly Development Team meetings, monthly all-staff meetings, weekly management team meetings, and other meetings as requested.
- Provides regular fundraising reports to staff, campaign and Board committees, and Board members.
- Attends and participates in Board Budget & Finance Committee and Nomination Committees.
- Performs other tasks as requested by supervisor.

SKILLS & QUALIFICATIONS:

- Passion for the mission of FOOD for Lane County.
- At least 5 years of advanced development/fundraising experience in a nonprofit environment.
- History of achieving fundraising goals to support an organizational budget of \$5 million or greater
- Comfortable with and skilled in building donor relationships with individuals, foundations and businesses.
- At least 5 years of previous management and/or supervisory experience with high degree of organizational and delegating skills.
- Experience with grants and working with foundations.
- Excellent interpersonal skills and written and oral communication skills.
- Experience working with nonprofit Board of Directors and committees.
- Able to set goals, plan and implement strategies to achieve fundraising outcomes in an ever-changing economic and political environment.
- Proficiency with Microsoft Office, particularly word processing, spreadsheets, and powerpoint.
- Experienced using donor databases to track donor gifts/interactions and analyze fundraising results.
- Ability to work in an open office environment with noise and interruptions.
- Safe driving record, valid Oregon driver's license, current vehicle insurance and ability to use personal vehicle for FFLC business, and qualify for insurance coverage with FOOD for Lane County's carriers.
- All offers for employment are contingent on a satisfactory background check.

FFLC is an Equal Opportunity Employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, marital status, veteran, or disability status.