



Position: Director of Fund Development

Reports to: Development and Marketing Officer

Job Summary:

The Food Bank is looking for a fundraising professional skilled at building and strengthening relationships with their community. Under the direction of the Development and Marketing Officer (DMO), the Director of Fund Development will cultivate the relationships necessary to strengthen the individual and institutional giving for the Food Bank. The director will develop long-term positive donor relationship as part of the Food Bank's strategic plan with an emphasis on strategies to secure financial support and develop strong community partnerships.

This position is responsible for a portfolio of individual donors and those giving through Donor Advised Funds. Core responsibilities include:

- Develop annual plan with clear goals and objectives for growing major gifts.
- Manage major donor relationships.
- Identify, cultivate, solicit, and steward donors and prospects.
- Establish and strengthen long-term relationship with individuals.
- Represent the Food Bank in collaborative partnership opportunities.

Unique Job Requirements:

Requires the ability to develop and manage a comprehensive fund raising strategy for individual donors and those giving through their donor advised funds. Requires strong communication and relationship building skills with excellent attention to detail.

Job Tasks (in approximate order of importance):

- Maintain a portfolio of approximately 150 donors and prospects for active cultivation, solicitation, and stewardship.
- Steward current major donors both individual and those giving through a Donor Advised Fund.
- Develop the strategies and approaches to move donors along the donor continuum.
- Identify and establish relationships with foundations and key program officers responsible for managing Donor Advised Funds.
- Provide staffing for CEO, Board, and DMO for cultivation, solicitation or stewardship purposes.
- Participate as an active member in county-wide collaborative efforts to increase awareness of food insecurity in our community.
- Manage communications/collateral designed to engage major donors more fully in the mission and activities of the Food Bank.
- Assist with special events, press conferences, speaking opportunities, food bank tours, etc. as needed.
- Research donor information/giving history/background/wealth to provide insight to CEO, Board or DMO.
- Maintain confidential donor information.
- Maintain donor records and assists in the management of Second Harvest's customer relationship management (CRM) system (Donor Quest).
- Track and meet deadlines.
- Other duties as assigned.

Qualifications:

- A deep commitment and interest in social justice and the mission of SHFB.
- A BA or BS degree in English, Public Administration, Communication, etc. or equivalent experience.
- 5 years fund development experience resulting in stronger major donor relationships and a track-record of increasing annual gifts.
- Superb interpersonal skills and the ability to actively listen.
- Ability to take initiative, coordinate with others, meet deadlines and follow through in fast-paced environment.
- Excellent verbal and written communication, organization, presentation and networking skills.
- Demonstrated experience and proficiency using fund raising databases, MS Office, and other applicable applications.
- Ability to work as a part of the senior management team to promote the vision and mission of Second Harvest, which includes appropriate communication, teamwork, employee satisfaction, and employee retention.
- Ability to interact positively with a diverse community of staff and volunteers.
- Demonstrated initiative and willingness to take on new projects.
- Ability to prepare clear and concise written reports and verbal presentations.
- Ability to handle confidential information, and not use it for personal leverage.
- Foreign language skills (particularly Spanish) a plus.

Other Requirements:

This is a senior staff level, exempt position. As such certain evening and/or weekend hours will be required. Must have reliable transportation and proof of auto insurance. Must have a valid California Driver's License and satisfactory driving record as documented by a current DMV printout (will be obtained by the Food Bank's insurance carrier.)

Physical Requirements:

- Able to drive and transport self to locations throughout the county.
- Able to hear normal conversations on the phone and in person.

Pay and Benefits

This is a regular, at-will position with a 90-day introductory period. Competitive salary commensurate with experience. Second Harvest provides paid vacation, sick and holiday leave. Optional health, dental, and vision insurances are available. Mandatory life, accidental death & dismemberment, long-term disability, and long-term care insurances are provided. All optional and mandatory insurances are available the first of the month following date of hire.

Second Harvest Food Bank Santa Cruz County is an equal opportunity employer

Second Harvest Food Bank does not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such actions shall include, but not be limited to, the following: recruitment; advertising; layoff or termination; rate of pay or other forms of compensation; selection for training including apprenticeship; and employment upgrading, demotion, or transfer.