



DEVELOPMENT MANAGER Position Announcement

Application Dates:

(Note: Resumes will be reviewed on a rolling basis until position is filled or deadline.)

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In our mission to lead the effort to eliminate hunger in our community, the Foodbank has distributed over 291.3 million pounds of food equating to over 242.9 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. During the 2015-2016 fiscal year, the Foodbank distributed over 18 million pounds of food equating to over 15 million meals to the community.

Position Overview:

The ***Development Manager*** is a position within the *Strategy and Innovations Department* at the Foodbank of Southeastern Virginia and the Eastern Shore. The position will provide leadership for a team of professionals and volunteers working together to identify, cultivate and leverage financial and in-kind support from mid-level donors, corporations and community partners for the Foodbank's mission, "*leading the effort to eliminate hunger in our community.*"

The position will have two Coordinator-level direct reports who focus on corporate partnership development and donor engagement through food and fund drives, as well as third-party community events. Additionally, this position is directly responsible for soliciting/securing mid-level gifts and individually meeting an annual fundraising goal of approximately \$650k.

The ideal candidate will have at least 3-5 years of progressive experience in fundraising with a demonstrated track record of securing gifts and providing staff supervision.

Work Hours/Shift:

Monday-Friday; full-time, exempt; some weekend and evening work required for meetings, special events, and out-of-town conferences



Essential Education:

Bachelor's degree in business, marketing, public administration or other related field of study is required.

Requirements:

- Proficiency in Microsoft Office Suite.
- Excellent written and verbal communication skills.
- Team player with an ability to influence diverse groups of internal and external stakeholders.
- Detail-oriented with ability to manage multiple tasks on tight timelines.
- Advanced knowledge of CRM databases including Donor Quest or Raiser's Edge.

Nonessential Education, Skills and Experience (Preferred):

Experience working in nonprofit, human service organization.

Travel Requirements: Regular travel for local and regional meetings; periodic travel for out-of-state meetings, conferences and trainings; valid driver's license required.

Physical Demands: While performing duties of this job, the employee may be required to do the following when working in the office or warehouse environment:

- The employee must, at times, lift and/or move up to 20 pounds when handling donations, documents and files in a mixed office and warehouse.
- Specific vision abilities required by this job include close vision while working with documents, computer screens, and filing.
- Regularly required to talk and hear when communicating with employees, donors, and clients.
- The use of hands and fingers are necessary to handle or feel documents and keyboards.

Compensation and Benefits:

A competitive salary with paid time off, matching retirement contributions, and employer-sponsored health benefits for individuals and their families are just a few of the incentives that make this an exciting opportunity.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race,



ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.

How to apply: If this sounds like the opportunity for you to serve our community and help eliminate hunger, please send a cover letter, resume and 5-year salary history to orfrecruiting@foodbankonline.org