



DIRECTOR OF DEVELOPMENT Position Announcement

**Application Dates:
June 11, 2018 – July 1, 2018**

(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 331 million pounds of food equating to over 276 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 2016-2017 fiscal year, the Foodbank distributed over 18 million pounds of food equating to approximately 15 million meals to the community.

POSITION OVERVIEW:

The ***Director of Development*** is a key leadership team member and an active participant in making decisions that help drive strategy and innovation at the Foodbank of Southeastern Virginia. The position will provide leadership for a team of 7 professionals working together to develop and implement comprehensive fundraising strategies focused on identifying, cultivating and leveraging financial and in-kind support for the Foodbank's mission, "leading the effort to eliminate hunger in our community."

The ideal candidate for the Director of Development position will be mission-focused, relationship-oriented, a collaborator, results-driven, detailed oriented, change resilient, a continuous learner, and able to take initiative.

In partnership with the Chief Strategy Officer and Chief Executive Officer, this position is responsible for development and implementation of fundraising activities that forge and maintain relationships to build upon the Foodbank's visibility, impact and financial resources. As a member of the senior leadership team, the Director of Development will participate in strategic planning and budgeting initiatives in addition to problem-solving. He/she works within the guidelines, policies and mission of the organization and is accountable and responsible for specific projects, as assigned.

The position will have one administrative and two management-level direct reports who focus on communications, volunteer engagement, and an annual fund campaign. Additionally, this position is directly responsible for soliciting/securing major gifts of \$5,000+ and individually meeting an annual fundraising goal of approximately \$1M. This position is also directly responsible for managing a \$4M+ annual fundraising budget with diverse revenue streams.

RESPONSIBILITIES:

A leader with the right skills to experience success in this position will be able to perform essential duties including, but not limited to, the following:

Resource Development:

- Develop a comprehensive fundraising plan each year that addresses the three key components of this core functional area – communications, annual fund and volunteer engagement
- Establish and implement the infrastructure needed to meet monthly, quarterly and annual targets for revenue (cash and in-kind) through contributions from individuals, corporations, and special events
- Collaborate with leadership team to analyze budget trends that impact implementation of sustainable, scalable and effective approaches to achieving the organization's mission
- Manage the implementation and evaluation of all Foodbank development activities in accordance with best practices, regulatory guidelines and Feeding America standards
- Serve as a leader for securing major gifts of \$5,000+ and implement a major donor cultivation and stewardship program
- Expand and diversify the organization's donor base/pipeline and work closely with other team members to secure funding for new initiatives
- Compile monthly, quarterly and annual fundraising statistics and develop reports for staff, board and stakeholders
- Collaborate with Chief Strategy Officer and Chief Executive Officer to support board members as they take an active role in fundraising
- Identify and execute strategies that systematically and effectively strengthen the organization's overall fundraising capacity
- Represent the organization on local and regional committees, when appropriate
- Serve as a staff liaison and offer support for board committee(s), as assigned

Human Resource Management:

- Partner with the Chief Strategy Officer and Chief Executive Officer to hire and retain qualified staff that carries out development activities
- Direct, plan and coordinate the work of the development staff including supervision, coaching, evaluation, training and team-building
- Organize and attend weekly team, departmental or leadership meetings to ensure proactive planning, inter-organizational collaboration and effective communication.

General:

- Commit to and understand the FSEVA's mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the Foodbank.
- Complete other tasks as assigned or requested by the direct supervisor, department head or Senior Management.

WORK HOURS/SHIFT:

- Monday-Friday; Exempt; some weekend and evening work required for meetings, special events, and out-of-town conferences.

Education:

- Minimum: Bachelor's degree in business, marketing, public administration or other related field of study.
- Preferred: Master's degree

Experience:

- Minimum: 8 years of progressive experience in fundraising with a demonstrated track record of securing major gifts and providing management support for staff.

Required Skills, Abilities & Certifications/Licenses:

- Superior ability to develop and sustain positive relationships with donors.
- Ability to manage and partner with Foodbank leadership and fundraising volunteers.
- Ability to conduct prospect research.
- Excellent interpersonal, verbal and written communication skills.
- Detail-oriented with ability to manage multiple tasks on tight timelines.
- Results-oriented with a friendly, collaborative approach and a team-oriented style.
- Highly proficient in MS Office (Word, Excel, PowerPoint).
- Knowledge of development principles, fundraising techniques and ethics.
- Ability to work evenings and weekends, as needed.
- Access to a vehicle to attend donor meetings, events and activities throughout 11 cities and counties of Southeastern Virginia and the Eastern Shore; good driving record.
- Valid Driver's License.

Nonessential Education, Skills and Experience (Preferred):

- Advanced knowledge of CRM databases including DonorQuest or Raiser's Edge.
- CFRE credential preferred.

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 no later than July 1, 2018.