



FOOD *for* **OTHERS**

FEEDING FAMILIES, NOURISHING LIVES.

POSITION: Director of Development & Outreach

REPORTS TO: Executive Director

SUMMARY STATEMENT OF POSITION:

The Director of Development & Outreach is responsible for grant writing, special events, and all other development activities of the organization. In addition, he or she is responsible for outreach efforts including speaking and writing as required. Under the supervision of the Executive Director, the Director of Development & Outreach will be responsible for the following primary duties:

Development – Primary responsibility for all fundraising efforts, to include:

1. Cultivate relationships with current and prospective funders and supporters.
2. Write grant proposals and reports for corporate, foundation, and government funders.
3. Prepare monthly, quarterly and annual reports as required by the Executive Director, the board and funders.
4. Lead staff and volunteers to ensure success of special events.
5. Work on all aspects of events including planning and running of events.
6. Maintain records for all special events.
7. Create an annual development plan and provide support during budget preparation.
8. Provide staff support to the Development Committee of the Board of Directors as well as ad hoc Committees established to support fundraising events.

Outreach – Acts as community liaison through the following efforts:

1. Serve as a public representative of the organization through outside speaking engagements and events at local schools, civic groups, churches, businesses, etc.
2. Communicate effectively with volunteers, donors, staff members, local government officials, media representatives, community partners, and the Board of Directors.
3. Prepare written materials such as electronic newsletter, social media, and thank you notes.
4. Provide staff support to the Speaker's Bureau and other volunteers who represent Food for Others in the community.

ADDITIONAL DUTIES: All other duties assigned

QUALIFICATIONS:

1. College undergraduate degree
2. Three or more years development and management experience (nonprofit preferred)
3. Proficient in MSOffice (Word and Excel primarily)
4. Excellent written and oral communication skills
5. Energetic and self-directed, with effective time management and organizational skills including the ability to deal with several priorities at the same time
6. Strong strategically-focused analytical skills, good common sense; Capacity to provide leadership and to collaborate with others in a team situation

7. Is capable of exercising discretion and independent judgment with respect to significant matters
8. Well-developed inter-personal and conflict resolution and negotiating skills
9. Strong personal commitment to the mission of Food for Others
10. Willingness to work on whatever job is required
11. A good sense of humor

STATUS:

- 1) Full time
- 2) Salaried
- 3) Exempt

COMPENSATION:

Food for Others offers a competitive compensation and benefits package.

HOW TO APPLY:

Applicants are asked to send a cover letter, resume and salary requirements to the following email address: aturner@foodforothers.org. Review of applications will begin immediately and will continue until the position is filled.

Food for Others is an Equal Opportunity Employer committed to workplace diversity