



Director of Leadership Gifts

Alameda County Community Food Bank's **Director of Leadership Gifts** is a senior leadership position within one of the Bay Area's highest-impact and well-respected nonprofit organizations. This position develops, directs and implements the Food Bank's robust institutional and major gifts programs, which are critical to supporting the organization's strategic initiatives. The Director of Leadership Giving oversees a team that includes a Major Gifts Officer, Corporate and Foundations Relations Officer, Manager of Corporate Partnerships and Events, Grants Coordinator and Food Drive Coordinator. This position reports to the Chief Development Officer and plays an integral role in leading the Food Bank's 21-member development team.

S/he is a seasoned fundraiser and team leader with a successful track record in all stages of the partnerships cycle including prospect identification, research, stewardship, proposal development and closing major gifts and is exceptionally strong at building relationships with new and existing partners, as well as representing the Food Bank to external audiences.

The 2016 Feeding America Food Bank of the Year, Alameda County Community Food Bank is a well-established and multi-faceted organization serving 1 in 5 Alameda County residents. Our organization's success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking to create a healthier, more prosperous and just community *for all*. The distribution of 31 million meal annually, through partnership with 200 community organizations, is the core of our efforts – which also include nationally-recognized advocacy and outreach efforts, nutrition and wellness, research, and partnerships in healthcare and education. We have received Charity Navigator's top rating for 11 consecutive years, ranking us among the top 1 person of charities nationwide. Please learn more about our efforts at www.accfb.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead team of 6 to establish, meet/exceed stretch goals for individual major and planned gifts, grant funding, corporate giving, sponsorships, cause marketing initiatives, special events and food drive participation
- Develop short- and long-term strategic plans for Leadership Gifts program utilizing a moves management strategy for individual and institutional donors; prepare and manage revenue and expense budgets
- Personally manage a portfolio of up to 25 high-level individual, foundation and corporate prospects/donors; develop and manage relationships with key decision makers to secure ongoing and increased levels of support to meet/exceed revenue goals
- Oversee and evaluate Major Gifts program including identification, cultivation, solicitation, upgrades and annual renewals with a primary focus on individuals with capacity to make gifts of \$5,000 or more
- Oversee Institutional Giving program, including the annual grants calendar, submission of timely, compelling requests/reports and a robust prospecting program
- Maintain excellent collaborative relationships inter- and intra-departmentally to accomplish strategic initiatives
- Represent the organization to external partners at key meetings and speaking engagements; effectively align the Food Bank's work to their priorities
- Establish and maintain excellent collaborative relationships with executive director and other senior staff, board members and other high-level volunteers to engage in fundraising and maximize their networks
- Engage institutional partners and major donors in site visits, program opportunities, events, volunteering, speaking engagements
- Craft persuasive proposal packages, case statements, budgets and other solicitation materials for general operating support and program-specific needs; collaborate with executive and program staff as needed
- Oversee the integrity of electronic (CRM) and hard copy donor/funder files and ensure records/profiles/interactions are accurate, current and complete
- Work collaboratively with program and finance staff on application/reporting for government grants and
- Maintain strong knowledge of current trends in philanthropy and issues impacting the local business community

KNOWLEDGE SKILLS AND ABILITIES:

- Bachelor's degree required
- 5-7 years successful experience in nonprofit fundraising including successful track record in planning, strategy, execution and analysis
- Demonstrated success in soliciting and securing institutional gifts (\$50,000 and above) and individual gifts (\$25,000 and above) and proactive donor stewardship resulting in increased support
- Persuasive verbal and written communication skills with substantial experience in writing successful grant proposals and sponsorship requests; skilled public speaker
- Exceptional leadership skills with demonstrated ability to lead and mentor staff to achieve goals
- Ability to independently drive projects and build effective, collaborative relationships with internal and external partners;
- Proficient in conducting comprehensive prospect research and generating funder profiles
- Highly organized with the desire to work in a fast-paced environment; able to manage multiple priorities and meet strict project deadlines
- Strong computer skills including MS Office Suite, fundraising databases/CRMs such as Blackbaud, Raiser's Edge, Salesforce and prospect research tools
- Valid CA driver's license, insurable driving and access to reliable transportation
- Flexibility to attend functions/activities outside normal work hours

PERSONAL ATTRIBUTES AND VALUES:

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, and diversity
- Impeccable integrity and honesty.
- Strong work ethic with an orientation towards constant innovation and process improvement
- Innovative self-starter and problem solver with a bias towards action
- Excellent sense of humor

PHYSICAL REQUIREMENTS

This work is located in a shared open office environment. Physical activities necessary in the performance of this job include: ability to sit at a computer workstation for prolonged periods (up to five hours at a time); ability to move throughout the 118,000 sq ft Food Bank facility in performance of duties; ability to bend, lift and carry up to 30 lbs and to conduct tours in the warehouse.

Must be able to read, write, and communicate in a clear speaking voice in person, before large groups, and over the phone; ability to interpret instructions and questions when asked; ability to operate computer equipment to accomplish duties; ability to interpret instructions and have good social skills to facilitate assignments and establish positive relationships with Food Bank staff, volunteers and donors.

SALARY AND BENEFITS

This is a full-time exempt position. The starting salary range for this position is \$97,613 - \$103,000. We offer an outstanding benefit package including:

- Medical (100% coverage for employees, 93% coverage for dependents)
- Dental (100% for employees and their dependents)
- Vision (optional)
- Flexible Spending Accounts (optional)
- Commuter Benefit Account (optional)
- Supplemental life, ADD & LTD insurance (100% coverage)
- 403(b) plan available on the first day with employer match after 1 year of service
- Employee Assistance Program (100% coverage for employee and dependents)
- Generous vacation, sick and holiday leave accruals

TO APPLY

If you meet these qualifications and want to join our mission, please send your *resume and cover letter* through our Careers page located <https://www.accfb.org/about-us/careers/>

Due to high volume from our open positions and our limited capacity, we are unable to accept phone inquiries at this time. Thank you for your interest!

ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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