



Job Posting

Development Director

Join us in creating a California where every person has the nourishment they need to thrive. We are proud to amplify the voice of food banks and hungry Californians in the corridors of our statehouse and country's Capitol, in the offices of foundations and corporations, on farms and in fields, and throughout our state. We do this to influence public policy to enhance the safety net, ensure that fresh produce and healthy proteins are accessible to all Californians, connect hungry residents with nutrition programs and support our 41 member food banks in their work to feed our communities.

Job Description

CAFB seeks a highly motivated development professional interested in diversifying the Association's revenue streams through the cultivation of our institutional funding base, as well as non-traditional donors passionate about ending hunger in California. The Director of Development oversees fundraising, including developing strategies and projections; strengthens existing funding relationships; identifies and cultivates new prospects; manages the production of grant proposals and reports; supervises grant accounting and management, and conducts other cultivation and solicitation activities as required. The director will successfully grow our institutional portfolio of approximately \$2 million annually. A successful candidate will maintain advanced knowledge of trends in corporate and individual giving, as well as institutional grant-seeking.

Duties & Responsibilities

- Develops and executes a strategic institutional fundraising plan to raise the programmatic and operating support needed to help CAFB achieve its mission of ending hunger in California.
- Develops prospecting and cultivation strategies appropriate for statewide anti-hunger and advocacy work and customized to each prospective donor.
- Serves as a lead relationship manager for all foundation donors; cultivates and sustains strong relationships; strategically provides access to executive and program leadership to build thought partnerships.
- Conducts prospecting and solicitation activities within the parameters of CAFB's Fundraising Policy; conscientiously follows guidelines regarding contact with members and acts transparently and accountably.
- Collaborates with program staff and department heads to identify and prioritize funding needs.
- Oversees activities of the Development Manager to gather information for proposals, budgets, and reports; and ensures compliance with grant goals and restrictions.

- Oversees proposal and report development and writes complex proposals as needed; oversees the management of grants calendar and ensures on-time submission of LOIs proposals, and reports.
- Oversees systems, workflows, and databases for end-to-end grant management, including prospecting, cultivation, LOIs and proposals, gift processing and acknowledgment, reporting and renewal.
- Ensures grant restrictions and requirements are met.
- Works collaboratively with development, finance, and accounting staff on philanthropic revenue portion of the annual organizational budgeting process.
- Develops and implements donor communications plans in collaboration with the Director of Communications on content for the website, annual report, blog, and other collateral to maximize impact for donor audiences and help build CAFB's reputation as a thought leader.
- Supervises, trains, and mentors the Development Manager and Communications support, delegating tasks to increase efficiencies and meet revenue goals.

Qualifications

- 5-7 years of foundation and/or corporate and individual major gift fundraising experience, including grant writing and management.
- Bachelor's degree from a four-year college or university required.
- Demonstrated knowledge of cultivation, solicitation, and stewardship strategies and techniques related to foundation, corporate, and government fundraising.
- Demonstrated record of success in generating significant commitments from corporations, foundations, and individuals through grants and gifts.
- Demonstrated project management skills; ability to work independently and successfully manage multiple projects with competing deadlines; excellent attention to detail.
- Excellent organizational, interpersonal, and networking skills; ability to initiate and build relationships with prospective corporate and foundation donors and institutional representatives.
- Superior written and interpersonal communication skills; ability to write and communicate clear, structured, articulate, and persuasive proposals; comfort using data to create strategic and compelling arguments.
- Familiarity with financial information, including the ability to create and/or evaluate grant budgets.
- Strong contributor within a team environment.
- Enthusiasm for CAFB's mission to end hunger in California.
- Computer proficiency, specifically Microsoft Outlook, Word, Excel, and Salesforce
- Ability to work in a fast-paced, high-volume environment

Location

We're a small but mighty staff of 30+, working in a classic old building in downtown Oakland — conveniently located near the 19th Street BART station. Both the building and the office are ADA accessible. We are an office-based team working with the option for a hybrid work environment.

Reports to

- Chief Executive Officer
- Manages 1-2 team members and works collaboratively within the association to produce reports, communications, and publications

Employment Type

- Full-time, exempt, 37.5 hours per week
- Compensation: \$110,000 - 125,000, based on experience within job requirements.
- Benefits include generous employer-paid health, dental, and vision; retirement program; life insurance; and PTO.

To Apply

Please visit the link below to fill out the web form and attach your cover letter and resume where indicated. Documents will not be reviewed unless they are submitted in the required format. Please read the instructions carefully. Applications will be accepted until the position is filled.

Application link: <https://fs10.formsite.com/cafb2/o9gxhwsk5y/index.html>

About CAFB

The California Association of Food Banks believes that food is a fundamental right. Food is medicine, it is fuel for learning, a teacher of cultures, and a convener of communities. Right now, 8 million Californians are food insecure, nearly double pre-pandemic rates. We're working to change that.

We value diversity and seek to reflect it on our team and how we do business. Our goal is to attract, develop, retain, and promote a talented and diverse workforce in a culture where all employees will contribute to their fullest potential.

It is the policy of the California Association of Food Banks to fill every position without regard to race, color, religion (all aspects of religious beliefs, observance, or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), marital status, registered domestic partner status, physical disability, mental disability, medical condition (including cancer or a record of a history of cancer), age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), national origin, ancestry, sexual orientation, genetic information, equal pay/compensation, veteran status, or any other basis made unlawful by applicable law. We are an equal-opportunity employer, and strictly prohibit unlawful discrimination by any employee, including managers, supervisors, and co-workers.