



POSITION TITLE: Director of Development	DATE: August 2024
DEPARTMENT: Development	FLSA STATUS: Exempt
REPORTS TO: President & CEO	

Finding a great place to contribute your talent is a challenge so we thought we would share a bit about the Redwood Empire Food Bank, and why we choose to work here.

Every day, a group of talented, passionate, kind, hard-working people come together with one goal in mind – to improve our community. Specifically, we want to be sure that people in need of food receive help. We're working to End Hunger in Our Community. The challenge before us is enormous. We provide food to over 140,000 people throughout the year. We consider our efforts to be noble, and the fight just. We have a strong set of Core Values developed by and for our team: Show Up Together, Bring the Joy, Nurture Each Other, and Seek Excellence to support our mission. None of this would be possible without our employees, they are the heart and soul of our organization.

JOB SUMMARY

The Director of Development is responsible for planning, organizing, and directing all aspects of the Redwood Empire Food Bank's fundraising including major gifts, annual fund, planned giving, special events, donor stewardship and capital campaigns. The Director of Development works closely with the President & CEO and Board of Directors in all development and fundraising endeavors to meet the organization's goals.

Team building and leadership are critical for the Director of Development. As a member of the senior leadership team, the Director of Development is involved with organizational development, strategy and execution. As the leader of the development team, effective management includes integrating into an existing dynamic team and building trust and opportunities for development. Encouraging open and honest engagement within all areas of the organization is essential to the success of the Director of Development.

The Director of Development is responsible for leading and managing all aspects of fundraising and development initiatives to support the mission and strategic goals of the organization. The Director of Development oversees the development team, cultivates donor relationships, and implements comprehensive fundraising strategies to secure financial resources for operational sustainability and programmatic growth. The ideal candidate has a true passion for the Food Bank's mission and a sincere desire to serve the community.

MAJOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

Strategic Leadership

- Develop and implement strategic fundraising plans aligned with the organization's mission, vision, and goals.

- Collaborate with the President & CEO and the Board of Directors to establish fundraising priorities and objectives.
- Provide strategic guidance and leadership to the development team to achieve fundraising targets and objectives.

Fundraising and Donor Relations

- Identify, cultivate, and steward relationships with major donors, foundations, corporations, and government agencies to secure funding, both personally and through others.
- Ensure that the REFB maintains a consistent and robust pipeline of prospective donors and funding opportunities.
- Lead the preparation of grant proposals, sponsorship packages, and other funding requests.
- Manage a comprehensive Planned Gifts program, based on regularly scheduled and constant solicitation of qualified prospects resulting in a growing number of formalized gift commitments.

Resource Development

- Oversee the planning and execution of annual giving campaigns, special events, and a robust donor stewardship program.
- Explore and implement innovative fundraising strategies, including digital fundraising, peer-to-peer campaigns, and crowdfunding initiatives.
- Monitor and evaluate fundraising efforts to ensure revenue goals are met or exceeded.

Team Management and Collaboration

- Recruit, train, and supervise a high-performing development team.
- Foster a collaborative and supportive work environment that encourages teamwork and professional growth.
- Collaborate with programmatic and communications teams to align fundraising efforts with organizational priorities and messaging.

Financial Oversight and Reporting

- Develop and manage the departmental budget, ensuring fiscal responsibility and transparency.
- Provide regular reports and updates to the President & CEO and Board of Directors on fundraising progress, donor relationships, and revenue forecasts.

Advocacy and Community Engagement

- Serve as an ambassador for the organization, representing the Redwood Empire Food Bank at community events, conferences, and public forums.
- Build and maintain positive relationships with key stakeholders, community partners, and the media to enhance the organization's visibility and impact.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong leadership skills, with a collaborative spirit and strong management skills; demonstrated ability to inspire and motivate staff, board, donors, and volunteers.
- Deep knowledge of best practices in all key areas of development. Strong financial acumen and experience with developing and managing a budget.
- Outstanding interpersonal skills and the ability to build strong relationships with donors and funders, community leaders, board members, staff, and volunteers.
- Experience understanding databases and high comfort level analyzing and applying data to hone strategies and achieve goals.
- Track record of growing the abilities of staff and encouraging increased responsibilities, team building, retention, coaching and mentoring direct reports, and enhancing workplace culture.
- A commitment to bringing diversity, equity, inclusion, and belonging values to fundraising activities.

- Ability to support and advise the CEO, Board Chair, and other REFB leaders in maintaining their stewardship contacts both with the Major and Planned Gift donors.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Nonprofit Management, Business Administration, Communications or a related field (Master's degree preferred) and
- Minimum of 7 – 10 years of progressive experience in nonprofit fundraising, with at least 3 years in a leadership role.
- Proven track record of successfully securing major gifts, grants, and sponsorships.
- Experience in building and expanding a development effort by making use of moves management, wealth screening, major gift solicitation, and other development tools.
- Demonstrated success in fundraising; experience with individuals, foundations, corporations and the public sector.
- Strategic thinker with the ability to analyze data, evaluate fundraising strategies, and drive results.
- Commitment to the mission and values of the Redwood Empire Food Bank, with a passion for addressing food insecurity and hunger relief.

Salary Range:

\$150,000.00 - \$200,000.00

Benefits:

- Competitive salary
- Medical, dental, vision, and life insurance with 100% company contribution for employee
- Company contribution towards employee's dependents' benefits
- 403b Retirement Plan with 5% match
- Paid Time Off
- 11 paid holidays, plus floating holidays
- Voluntary Accident Insurance

Location:

Santa Rosa, CA. This role requires the candidate to be onsite regularly. Occasional travel may be required for conferences, donor events, etc.

How to Apply:

Interested candidates may submit a resume and cover letter with 'REFB - Director of Development' in the subject line of their email to HResources@refb.org.

The Redwood Empire Food Bank is an Equal Opportunity Employer

We do not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.