



Leadership Gifts Officer

Are you driven to build relationships that can resource an end to hunger? Are you interested in the root causes of hunger and the work of food banks within the larger food system? If you're a big-time people person and systems thinker who relishes creating connections, and inspiring community members to share their resources, the Leadership Gifts Officer role could be the perfect opportunity for you.

We are looking for a fearless fundraiser to partner with the Leadership Gifts Manager and Director of Leadership Gifts to execute our major gifts strategy and meet our revenue goals. The Leadership Gifts Officer manages a portfolio of major donors and prospects, with a primary focus on the identification, qualification, cultivation, solicitation, and stewardship of individuals with the capacity to make gifts of \$10,000 or more annually. This position reports to the Leadership Gifts Manager and works closely with the Director of Leadership Gifts, Leadership Gifts Specialist and other members of the Development Division.

Alameda County Community Food Bank is a well-established and multi-faceted organization, which has been at the forefront of food justice efforts for 40 years. As one of the most efficient direct-impact organizations in the country, few nonprofits are as well-respected — or have a bigger impact on the community — as us. We are a dedicated group of mission-driven people who will provide enough food for 30 million meals this year for 1 in 4 county residents facing food insecurity. But that barely scratches the surface of all our work. We're changing lives ... we're forward thinkers who encourage innovation ... we're proud of our work ... and we're having fun doing it!

The Leadership Gifts Officer will join at an exciting time as we launch our new strategic plan, which sets a bold trajectory for the long-term work required to dismantle the systems that perpetuate hunger and poverty, including racism. Our staff regularly engage in conversations about race, class, power, and privilege as part of our organizational commitment to equity and justice. Please learn more about our efforts at www.accfb.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Identify, cultivate, solicit, and steward leadership gift donors (80%)

- Serve as the primary relationship manager and develop individual moves management plans for a portfolio of 150 engaged current donors capable of making gifts of \$10,000+ annually.
- Qualify and seek personal engagement with donors from the portfolio pool of 350-400 prospects.
- Achieve monthly activity targets for conducting highly personalized contacts with donors and prospects with an emphasis on face-to-face meetings and in-person donor learning sessions such as tours, site visits, or volunteer experiences.
- Meet established goals for developing persuasive proposals, letters, reports, and other correspondence used to cultivate, solicit and steward major donors and upgrade mid-level prospects. Tailor materials to align with donor interests and reflect deep knowledge of our programs and strategic priorities.
- Meet annual targets for the number and revenue total of personal solicitations.
- Monitor relevant reports and dashboards to track progress toward meeting established activity targets and fundraising goals.
- Collaborate with the Community Engagement Team to plan and execute 2-3 major donor events per year to strategically engage high-capacity individuals and grow our major donor community.
- Work with Leadership Gifts Specialist to identify prospective major donors and adjust donor portfolio tiers based on prospect research and donor analysis.
- Work closely with the Leadership Gifts Manager, Director of Leadership Gifts, Chief Development Officer, Executive Director, and other members of the Development Division to significantly expand our base of major individual donors.

Collaborate with key staff, board and high-level volunteers in solicitation and stewardship activities (10%)

- Under the supervision of the Leadership Gifts Manager, collaborate with members of the Donor Development Committee to maximize community engagement/support and achieve annual revenue goals and strategic initiatives.
- Coordinate, implement and track various donor cultivation efforts including volunteer, mail and telephone “thank you” campaigns.

Support Planned Giving Program (5%)

- Stay informed and knowledgeable about planned giving options for donors.
- Identify planned giving prospects and conduct preliminary prospect research.

Safeguard Food Bank assets and reputation (5%)

- Accurately track donor information and engagement activities in CRM (Salesforce) in accordance with established timelines and business rules. Monitor reports and dashboards on activity and revenue to track progress toward goals in real time.
- Stay informed and knowledgeable about strategic priorities, programmatic activities, and gift opportunities, maintaining the capacity to converse with donors and align their interests with the diverse areas of ACCFB’s work.
- Participate in ACCFB and external events and other activities as requested.
- All other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- At least two years in major gifts fundraising with an emphasis on, and successful track record of securing four to five-figure gifts from individual major donors.
- Experience managing multiple prospects/donors utilizing a moves management and/or relationship-based fundraising approach.
- Strong knowledge of the Bay Area’s philanthropic community preferred.
- Experience working with high level volunteers and volunteer solicitors.
- Knowledge of principles of major giving.
- A learning mindset around trends in philanthropy.
- Ability to independently drive projects and build effective, collaborative relationships with internal and external partners.
- Strong planning, organizational and project/time management skills; ability to prioritize and handle multiple projects, remain flexible and work effectively under pressure.
- Respect for confidentiality of donor information and a deep understanding of donor ethics.
- Exceptional interpersonal skills, strong written and verbal communication skills and ability to creatively engage others in the organization’s work.
- Computer proficiency including MS Office and relational databases (Salesforce CRM a plus) as well as prospect research tools (iWave, WealthEngine).
- Experience implementing culturally diverse fundraising strategies and events.
- Ability to communicate effectively and collaborate with colleagues and engage donors and community members in Food Bank’s initiatives
- Ability to attend work functions outside of normal work hours, on weekends and evenings, as needed.
- Ability to travel regionally to meet with donors.
- Insurable driving record and access to reliable transportation.

PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank’s vision, mission and values of belonging, accountability, transparency, community, and hope.

- Excellent judgment, impeccable integrity and honesty, handles confidential information with discretion.
- Intellectual curiosity, inquisitive nature, excellent listening and problem-solving skills.
- A sense of humor deftly combined with a roll-up-your-sleeves can-do attitude.
- Receptivity to a culture of giving and receiving feedback regularly.
- Strong work ethic with an orientation toward action, innovation, process improvement and food justice.
- Passion and drive towards an equitable society where people of all races, ethnicities, genders, sexual orientations, and economic circumstances can thrive.

PHYSICAL REQUIREMENTS

This is a hybrid position with three days a week onsite in Oakland, and more in the initial orientation period and/or based on organizational need, in a shared office environment and involves approximately 20% local travel to events and meetings with Food Bank supporters. Physical activities necessary in the performance of this job include sitting for prolonged periods; mobility to move throughout the food bank in performance of duties; event set-up and break down; ability to read and write in English; ability to use a computer to accomplish the duties of the position, including typing and seeing.

COMPENSATION AND BENEFITS

This is a full-time, non-exempt position working Monday through Friday, 7:30 a.m. to 4:00 p.m. (7.5 hour workday, 30 minute unpaid lunch). The non-negotiable starting salary is \$101,809.50 annually. We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield Platinum or Gold PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off starting at: 10 vacation days, 12 sick days, 11 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, AD&D & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free 1:1 financial coaching and an interest, service fee and credit requirement-free short-term loan program.

If you meet these qualifications and want to join our mission, please send your resume and answer the application questions on our careers page located at accfb.org/careers/

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. 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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