

# Development Director Position Description



## Interfaith Food Ministry of Nevada County (IFM)

**Development Director (DD)** - This is a 24-hour weekly, paid part-time position.

Manages and coordinates IFM's fundraising, "food-raising", public relations, marketing, social media and grants programs. Reporting directly to the Executive Director, coordinates with the Board, Executive Committee and other committees to identify, cultivate and solicit donors. Attendance at the monthly Executive Committee meetings (3<sup>rd</sup> Thursdays 1:30pm) and Board meetings (4<sup>th</sup> Tuesdays 9am) are required and at other committee meetings as needed.

### Responsibilities

#### **1. Events, including fundraisers and food drives ... 35%**

- Work with the ED, Treasurer, and Committees, to create and implement plans for securing donations and business sponsorships for events and food drives.
- Manage and coordinate fundraising events to achieve fundraising goals.
- Recruit, schedule, manage, and train volunteers for food drives and fundraising.
- Establish annual fundraising goals and implement an annual plan to meet or exceed revenue goals, within budgeted expense limits.
- Other Duties as Assigned: Provide backup to the ED when required and assist with development of Annual Report and preparation for Annual Meeting.

#### **2. Public Relations, Social Media, Marketing, Newsletters ... 25%**

- Coordinate public relations and social media activities to support fundraising events and raise community awareness.
- Recruit, schedule, manage, and train volunteers for public relations, marketing, and social media committees and programs.
- Oversee the production of brochures, sponsorship proposals, and media content, required to support fund- and food-raising development efforts.
- Coordinate with the ED to serve as spokespersons and advocates for IFM's mission within the local community.
- Coordinate with Board President to ensure communication and collaboration with member congregations.
- Work with the ED and IFM clients to capture their voice to help the community better understand their circumstances and plight.

#### **3. Grants Management ... 30%**

- Work with the ED, Treasurer, and Committees, to create and implement plans for securing grants to fulfill funding goals.
- Convene regular committee meetings of grants-dedicated volunteers to complete the following tasks related to grants: research, IFM needs assessment, grant proposal submittal, creating grant tracking and data processes, and completing grant reporting.

#### **4. Donor Management and Thank Yous ... 10%**

- Outreach and campaigns to reach existing donors and create and implement strategies to reach new donors.
- Coordinate with the Treasurer, Assistant Treasurer and volunteers to ensure that donors are appropriately thanked and receive regular reports and communications from IFM.

#### **Qualifications and Experience**

The ideal candidate will have:

- At least 3-5 years' experience with a nonprofit fund development program, including recruiting major donors, coordinating fundraising events, and cultivating business sponsorships.
- Bachelor's degree in business, marketing or in a related field or equivalent work experience.
- Experience with grant research, development and reporting.
- Computer literacy and a willingness to learn new programs and system as needed.
- Ability to use social media and the IFM website for fundraising and donor cultivation.
- Outstanding interpersonal, communication, writing and public speaking skills.
- Demonstrated leadership and management skills.
- An entrepreneurial, flexible and resourceful spirit.
- A passion for food security and public service.

#### **Physical and Personal Requirements**

- Requires sitting at a computer for extended periods of time.
- Ability to lift 30 pounds.
- California Driver's license with auto insurance verification.
- Must be willing and able to work some weekends, evenings and early mornings.

#### **Equal Opportunity and Non-Discrimination**

- Interfaith Food Ministry of Nevada County is an Equal Opportunity Provider and Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status.

Cover Letters and Resumes can be emailed to [info@interfaithfoodministry.org](mailto:info@interfaithfoodministry.org) in PDF format. Include "Dev Dir Position" in the subject line of your email. Deadline for submittal is February 28, 2019. See <http://www.interfaithfoodministry.org/dev-dir-position.html> for more information.