



Food for People Development Director Job Posting

Food for People is seeking a highly motivated individual with excellent interpersonal, organizational, marketing, and fundraising skills to fill the full time position of Development Director. Food for People provides services to approximately 16,000 low income households countywide each month and relies heavily on support from the community to maintain its 18 programs serving children, families and seniors. Approximately 50% of our annual operating budget is raised through grants and donations. We have established an excellent foundation for our fundraising activities that includes many partnerships within the public and private sector for our next Development Director to build upon. The level of personal satisfaction is tremendous if you are looking for work that will make a difference in the lives of the thousands of people we serve.

The position is full time, 40 hours per week, Monday through Friday with a pay rate of \$29-\$33/hour, based on the successful applicant's combination of skills and experience specific to the position. We provide health, dental, vision, and life insurance benefits, in addition to paid sick, vacation, and holiday time. Optional participation in the CalSavers Retirement Savings Program is available. Candidates willing to make a long term commitment to the position are preferred. Please review the job description and qualifications. If you are interested in applying, applications must include:

- Cover letter
- Résumé
- Completed Food for People application available on our website at <http://foodforpeople.org/jobs>
- At least three recent professional references and two personal references
- One public relations writing sample such as a sample press release, newsletter article, or fundraising appeal letter

Complete application packets can be submitted by emailing hrteam@foodforpeople.org
For questions call Robert at (707) 445 3166 ext. 311 or email the above address.

This position will remain open until filled. Interviews will be scheduled with selected candidates.

Qualifications:

Must possess a combination of education, experience, skills, and abilities necessary to carry out the job, including but not limited to the following:

- Ability to work with sensitivity and without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.
- Dedication to becoming thoroughly familiar with the mission, philosophy, and programs of Food for People.
- Fundraising and event planning experience.
- Excellent public speaking, verbal communication, and writing skills.
- Proven organizational and administrative skills, including the ability to prioritize work tasks and manage time effectively.
- Ability to work independently and on own initiative.
- Excellent public image and public speaking skills.
- In-depth knowledge of computers and various software used for fund development and donor management.
- Design experience specific to website and print materials.
- Ability to work cooperatively with members of the staff and board of directors.
- Demonstrated ability to work under pressure to meet strict deadlines.
- Flexibility regarding work hours to meet deadlines and participate in fundraising events.
- Occasional work on weekends and evenings and ability to travel as needed.
- Valid California Driver's license, good driving record and reliable transportation.
- Personal ability to motivate and relate positively to groups and individuals
- Strong word processing, data processing and social media skills.
- Physical requirements include driving, walking, standing for extended periods of time, bending, lifting, and carrying items weighing in excess of 20 pounds.
- Valid California Driver's license, good driving record and reliable transportation.
- Spanish language proficiency helpful.

Thank you for your interest in working with Food for People!

FOOD FOR PEOPLE, INC. Job Description

Job Title: Development Director

Job Summary: The Development Director is responsible for planning and coordinating the organization's fundraising activities, including but not limited to fundraising events, direct mail campaigns, planned giving, and donor recruitment and retention. The Development Director reports to the Executive Director.

Job Duties and Responsibilities:

Plans all fund development activities and events in coordination with the Executive Director and the Board of Directors, including but not limited to the following:

General Fundraising Responsibilities:

- Develops and updates yearly annual fundraising and marketing plan for Executive Director and Board approval.
- Develops and executes three major direct mail appeals annually.
- Solicits sponsorships for events, publications, and program activities, as needed.
- Oversees the planning and implementation of special fundraising events with the Communications & Events Coordinator.
- Works with the Executive Director and Board members to coordinate Donor Recognition events.
- Provides staff leadership to the Board Fundraising Committee.
- Participates in monthly Finance Committee and Board of Directors meetings.
- Coordinates capital campaigns to achieve long-term goals and/or fund capital improvement projects, as needed.
- Provides staff leadership to Capital Campaign committee(s), when Capital Campaigns are in progress.
- Works with the Volunteer Coordinator to create, maintain and expand a volunteer base for fundraising activities.
- Provides training and orientation, as needed, for staff, volunteers, and board members in fundraising techniques.
- Establishes effective administrative procedures related to fundraising, including mailing lists, prospect lists, bulk mail activities, donor tracking, acquisition of supplies, scheduling of outside print jobs, etc.
- Oversees the selection and oversight of software necessary to support fundraising activities.

- Represents the mission and values of Food for People, Inc. effectively when working with business, civic, and other groups in the community.

Donor Relations:

- Coordinates donor recruitment efforts, including research on prospective business and corporate donors.
- Supervises, publicizes, and works to increase the regular donor pledge program (Full Plate Partners).
- Coordinates donor retention and recognition efforts, including thank you cards and special acknowledgements, and updates major sponsor information on website.
- Oversees donor database with the assistance of the Fundraising Assistant.
- Coordinates outreach for planned giving solicitation efforts including yearly direct mail, materials for financial planners, and law offices and works on expansion and promotion of planned giving program.
- Coordinates major donor solicitations including special projects, presentations, and/or major donor direct mail.
- Works with Board members to maintain 100% participation as donors.
- Attends and participates in monthly Chamber meetings to promote Food for People.
- Works with Executive Director to maintain continuity of message and branding for Food for People.

Communications and Community Outreach:

- Oversees the development of materials needed for fundraising and public relations efforts.
- Maintains positive relationships with media contacts.
- Works with the Communications & Events Coordinator to produce quarterly newsletter and holiday insert for the North Coast Journal.
- Coordinates layout and production of promotional materials including bags for the annual Letter Carriers' Food Drive and other food drives as needed.
- Works with the Times-Standard to coordinate the annual Backpacks for Kids sponsor campaign.
- Oversees the organization's website and social media content with the assistance of the Communications & Events Coordinator.
- Works with staff to coordinate publicity in newspapers, television, radio, and quarterly newsletter for Food for People events and maintains a current list of media options.
- Works with the Executive Director to create the organization's annual report.
- Works with the Executive Director to coordinate and provide presentations about Food for People to local community groups.

Grant Writing Responsibilities:

- Works with the Executive Director to identify potential grant opportunities.
- Prepares grant submissions independently or in conjunction with the Executive Director.
- Assists with grant reports, as needed.

Record Keeping:

- Submits timesheets, expense reports, and other required documentation in accordance with Food for People requirements.
- Prepares a report on fund development activities for the monthly Board meeting and other reports, as needed, for the Fundraising and/or Finance Committees of the Board.
- Prepares detailed income and expense reports on each fund development activity to facilitate evaluation of the effectiveness of Food for People's fundraising efforts.
- Responsible for maintaining the confidentiality of Food for People's donor database.

Emergency and Disaster Response: Food For People provides support prior to and following natural disasters and declared emergencies in conjunction with government and tribal agencies, organizations and community partners. In addition to daily operations, employees play a critical role in helping individuals, families, and communities with food access during disasters. To support these efforts employees are expected to:

- Participate in disaster/emergency preparedness projects
- Promote emergency preparedness strategies and best practices to clients
- Participate in emergency operations, logistics, planning or administrative functions
- Develop and nourish key relationships with community partners

Organizational Responsibilities:

- Attends and participates in relevant staff and/or board and committee meetings.
- Participates in staff development activities/trainings as needed to complete job duties or as required by the Executive Director.
- Responsible for developing and maintaining positive, effective working relationships with fellow staff, volunteers, and board members.
- Reports on-site for scheduled days and hours.
- Performs other duties as needed and/or upon request.