

Fund Development Director Job Description

Interfaith Food Ministry of Nevada County (IFM)

Job Description: Development Director (DD)

The Development Director is responsible for Interfaith Food Ministry's fund- and food-raising efforts. The DD reports directly to the Board President, works closely with the Executive Director and Treasurer, and communicates regularly with the Board of Directors (BOD).

The DD provides leadership, management, and coordination for IFM's fundraising, 'food-raising', public relations, marketing, and social media programs. The DD coordinates with the Treasurer, ED, and BOD to identify, cultivate, and solicit donors for all giving programs.

This is a 20-hour, paid part-time position.

Responsibilities

- Working with the ED, Treasurer, and Fundraising Committee, creates and implements plans for securing donations, business sponsorships, and grants to fulfill funding goals.
- Establish annual fundraising goals and implement an annual plan to meet or exceed operational expenses.
- Plan and coordinate fundraising events, public relations, and social media activities to achieve fundraising goals.
- Oversee the production of brochures, sponsorship proposals, and media content, required to support fund- and food-raising development efforts.
- Work with the ED to help serve as spokesperson and advocate for IFM's mission within the local community.
- Working with the Treasurer ensure that donors are appropriately thanked and receive regular reports and communications from IFM.
- Work with the ED and IFM clients to capture their voice to help the community better understand their circumstances and plight.
- Work with the ED to develop and coordinate food drives.
- Provide backup to the ED when required.

Qualifications and Experience

The ideal candidate will have:

- At least 3-5 years experience with a nonprofit development program, particularly food bank or food pantry, including major gift, annual and business sponsorships.
- Bachelor's degree in business, marketing or in a related field or the equivalent in work experience.
- Experience in organizing and implementing various fundraising activities.
- Computer literacy and a knowledge of donor database systems.
- Ability to use social media and the 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 IFM, their clients, and mission to help reduce food insecurity.

Physical and Personal Requirements

- Requires sitting at a computer for up to 8 hrs/day.
- 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.