

# NOTICE: Development Director Position Open... Apply by February 28<sup>th</sup>



## Interfaith Food Ministry of Nevada County (IFM)

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.

### Responsibilities

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

- Coordinate fundraising events and food drives
- Recruit, schedule, manage, and train volunteers for fundraisers/food drives

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

- Coordinate public relations and social media activities to support fundraising events/raise community awareness
- Recruit, schedule, manage, and train volunteers for marketing efforts

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

- Convene regular committee meetings of grants-dedicated volunteers to research and submit grants
- Ensure grant reporting gets completed

#### **Donor Management/Thank You...10%**

- Outreach to existing donors & implement strategies to reach new donors
- Coordinate with volunteers to ensure that donors are appropriately thanked

Email Cover Letters, Resumes to [info@interfaithfoodministry.org](mailto:info@interfaithfoodministry.org) in PDF format. Include "Dev Dir Position" in the subject line of your email. Deadline is 2/28/19. See <http://www.interfaithfoodministry.org/dev-dir-position.html> for more information.

### **Qualifications and Experience**

- At least 3-5 years' experience with a nonprofit fund development program
- BA degree in business, marketing, etc. or equivalent work experience
- Experience with grants
- Computer, Social Media literacy
- Writing, public speaking skills
- A passion for food security and public service

### **Physical and Personal Requirements**

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

**IFM is an equal opportunity provider and employer.**