

# Development Director and Cal Fresh Specialist Position Description – January 2022



**Interfaith Food Ministry of Nevada County's (IFM)** mission is to feed the hungry and reduce food insecurity. IFM supports the community and partner agencies with free supplemental groceries. **Development Director and Cal Fresh Specialist (DD)** - This is a **28-hour weekly**, non-exempt paid position (28 hrs/week is an average. Weekly schedules will fluctuate). Sick time accrued.

Manages and coordinates IFM's fundraising, "food-raising", public relations, marketing, social media, donor management programs and Cal Fresh Outreach program. Reporting directly to the Executive Director, coordinates with the Board, Executive Committee, and other committees to reach fundraising goals; works with the Cal Fresh team to assist IFM clients with signing up for Cal Fresh benefits; and completes other duties as assigned. The DD is expected to recruit, train, and oversee volunteers that will provide support and assistance.

## Responsibilities

### **1. Events, including Fundraisers and Food Drives**

- 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.
- Collaborate with the ED to 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**

- Coordinate public relations and social media activities to support fundraising events and raise community awareness through various media: website, social media, print, radio, etc.
- 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, volunteers, and IFM clients to capture their voice to help the community better understand their circumstances and the impact of IFM services.

### **3. Donor Management and Thank Yous**

- Outreach and campaigns to acknowledge 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.

### **4. Cal Fresh Outreach and Application Assistance**

- Work with the Cal Fresh team to fulfill the requirements of IFM's contract with The County to deliver outreach services and Cal Fresh Food Stamps application assistance to clients.
- Work with clients face-to-face or over the phone to start the online application process and track and report numbers related to number of clients assisted.

### **5. Grants Management**

- While the ED is the primary lead on grant efforts, the DD will be the secondary lead on grants and will work with the Treasurer Team 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.

## **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 systems 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.