



Development Director

Reports To:	Executive Director
FLSA Classification:	Exempt
Supervises:	Individual Giving Specialist and Corporate Giving Specialist
Date:	July 2022

Position Summary:

Oversee the strategy and vision of Feed My People (FMP) as it relates to Development.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Development Responsibilities

- Develop and manage an annual comprehensive fundraising strategy for individual giving and corporate/foundation fundraising.
- Develop and implement a prospect management system for major gift donors.
- Supervise and mentor the fundraising team through portfolio management, scheduled meetings, interactions, and solicitations.
- Assist in developing goals, performance measures and engagement strategies for revenue generation.
- Oversee cultivation and stewardship activities such as volunteer experiences, tours, receptions, and donor recognition programs.
- Represent FMP throughout the service area through speaking engagements and community events.
- Oversee grants program.
- Oversee direct mail and digital fundraising program.
- Oversee the stewardship plan, gift accounting and reporting functions, ensuring that all donors receive personal and timely acknowledgment of their gifts. Oversee the management of donor database.
- Work closely with Communications Specialist to build messaging for awareness of FMP's mission supporting development efforts and community support.
- Collaborate with the FMP Leadership team to further its mission and vision for the future.
- Promote team culture to ensure positive relationships and collaboration within the department and across all departments of the organization.
- Other duties and responsibilities as assigned

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

MINIMUM QUALIFICATIONS:

- Commitment to understand and support FMP's mission, vision, and effective actions to end food insecurity and its causes.
- Respect for the people FMP serves and commitment to learn the causes of their food insecurity and need. Demonstrate the ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be open-minded of differing opinions and views.
- Bachelor's degree from an accredited university (Business Administration, Marketing, Communications, preferred).



- Three-to- five years of development experience, including personal solicitation of major gifts.
- Ability to develop positive relationships.
- Ability to speak and present in front of individuals, groups, or to media.
- Excellent organizational, critical thinking, analytical, decision making, and interpersonal skills.
- Computer literacy: Microsoft Word, Excel, and PowerPoint.
- Ability to persuade, negotiate, and convince donors to make contributions to the organization.
- Ability to work at a fast pace and handle multiple projects simultaneously.
- Valid Driver's license, proof of insurance and transportation to support work activities.
- Ability to work evenings and weekends as needed.

PHYSICAL AND MENTAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, talk and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee is occasionally required to stand, and/or walk. The employee must occasionally lift and/or move up to 10 pounds while moving files or small packages. Specific vision abilities required by this job include close vision and the ability to adjust focus. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT:

Work is performed in an office environment. The noise level in the work environment is usually moderate. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.