

# Development Director

## Second Harvest Food Bank

**Date:** 1/22/10

**Job Title:** Development Director

**Mission:** We are working to eliminate hunger in Orange County

### **About the Organization:**

For 26 years, Second Harvest Food Bank of Orange County has provided more than 260 million pounds of safe and nutritious surplus food to over 400 charitable non-profit organizations throughout Orange County. Second Harvest Food Bank of Orange County is a certified Affiliate Member of Feeding America. For more information on the Food Bank, go to [www.feedoc.org](http://www.feedoc.org)

### **About the Position:**

Second Harvest Food Bank of Orange County, located in the city of Irvine is seeking a detail-oriented, energetic development professional to work closely with the Director and Board committees to implement the fundraising goals of the agency. Successful candidate must be able to form and maintain effective working relationships with the Board of Directors, staff, community groups, and donors. In addition, the ideal candidate will be adaptable and able to manage multiple tasks and timelines. Prior fundraising experience is required as well as excellent communications and organizational skills. Successful candidate will be computer literate and proficient with Excel and Word programs and able to work with a fundraising database. Position requires ability to work well independently and within a team. Position will require attendance at all Board meetings, events and selected committee meetings.

### **Responsibilities:**

Directly oversee the creation and implementation of short and long-term fundraising objectives and strategy for the Development Department.

- Serve as primary Board fundraising contact
- Participate in developing high-level gift request strategy with Board Members, Director and key solicitors
- Personally manage relationships and solicit select \$10,000 - \$25,000/yr. individual prospects
- Supervise the implementation of an individual major gifts program to include a prospect relationship management process of all major gift donors/prospects
- Manage and direct all individual, corporate, foundation, and special event fundraising activity
- Ensure signature and third-party events are cost-effective and utilized as a key donor engagement point
- Personally manage relationships and solicit select high-level corporate and foundation partners
- Review high-value grant applications, corporate funding proposals and major gift request materials
- Supervise the implementation of a planned giving program, focused on generating bequests
- Oversee direct mail program, including strategy, materials, segmentation, distribution and integration with online messaging
- Oversee online giving program, including e-solicitations and development of applicable Web site content
- Ensure food and fund drives are maximized as revenue-generating opportunities and a key donor engagement point
- Oversee donor services and database management to ensure an efficient and donor-centric acknowledgement and support system
- Directly oversee development and implementation of a marketing and communications plan
- Oversee the development of marketing and communications materials
- Ensure consistency in content and messaging between development and marketing functions

- Meet regularly with the Volunteer Administrator to help develop a consistent volunteer experience and volunteer-to-donor program
- Provide oversight to Development Department's Managers
- Conduct weekly meetings with Development team and one-on-one meetings with each revenue-channel manager

**Qualifications:**

Position requires a BA degree and four-plus years of development experience with a nonprofit. This position reports to the Director.

**Compensation: DOE****To Apply / Contact Information:**

E-mail cover letter, resume and salary requirements to:

Monica Horner

Development Manager

[monica@feedoc.org](mailto:monica@feedoc.org)

**Deadline: 2/15/10**