



Director of Development

Department: Development

Reporting to: Chief Missions Officer

Job Status: Full-Time, Exempt (\$75K - \$85K, DOE)

Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 11 Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan paid by employer. Employee Assistance Program.

***Second Harvest Food Bank requires all new hires to be fully vaccinated for COVID-19.** This policy complies with all applicable laws. If any questions regarding this policy, please inquire.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank of Orange County that's exactly what you'll be doing. Every moment of your workday will directly impact our mission and Bold Goal to provide food for those who need it, when they need it. **Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table.**

About Second Harvest Food Bank of Orange County

Second Harvest Food Bank of Orange County (SHFB) is a purpose driven organization committed to doing whatever it takes to ensure all are well fed. Providing dignified, equitable and consistent access to nutritious foods creates a foundation for community health and is a catalyst for societal transformation. Since 1983 we have been a source of food security to all members of our community when they need our help.

Position Purpose:

- The Director of Development is a leadership position responsible for developing, implementing, and continuously evaluating a strategy for growing the base of individual supporters, major donors, corporate donors as well as meeting ambitious revenue goals to support the organizations strategic initiatives. Successful candidate is an experienced fundraiser with a marketing mindset as well as a team leader with a successful track record in all stages of the development cycle including prospect identification, research, cultivation, solicitation, and stewardship. This position is exceptionally strong at building relationships with new and existing partners and representing the Food Bank to external audiences. The Director of Development will oversee the daily internal operations of the Development Department. This position supervises all fundraisers (4) as well as the 2 person CRM/data and analytics team and will provide ongoing support, leadership, training, and development to and of staff.

Essential Responsibilities:

General Development Operations:

- Online giving work with Marketing and PR & Database Supervisor to oversee online fundraising strategy and execution to grow list and revenue stream.
- Direct mail: work with CMO, Marketing and PR, and Database Administrator to execute direct mail strategy.
- Individual & Planned Giving: assess, modify, and implement individual and planned giving donor cultivation and recognition plans.
- Ensure fulfillment of donations and subsequent recognition benefits.

- Focus on developing strategies to expand monthly Community Circle donor engagement program.

Database Management:

- Oversee Database Supervisor in maintaining the overall integrity and quality of database according to a mutually agreed upon schedule and task list.
- Provide guidance and oversight in the gift entry and acknowledgement process

Events:

- Oversee the strategy and execution of all special events, and third-party events partnering with Marketing and PR and event team.
- Recruit and lead event committees as applicable
- Meet with past sponsors and seek out new potential sponsors; work with them to determine mutually beneficial plan for partnership
- Work with Marketing and PR to promote cause marketing opportunities as available

Position Qualifications:

- Education: Bachelor's Degree
 - In lieu of a Bachelor's degree, an equivalent combination of education and experience will be considered.
- Self-motivated person with the ability to move projects forward with minimal supervision.
- Demonstrated leadership qualities and exceptional relationship building skills. Ability to influence, work pro-actively and effectively to build consensus among cross-functional teams and external partners.
- Excellent written and verbal communication skills.
- Confident and enthusiastic public speaker.
- Comfortable regularly interacting with high-level community leaders.
- Strong project management skills with the ability to work under pressure, balance competing priorities and consistently meet deadlines.
- Ability to make frequent changes of routine and pace of activity due to unpredictable demands.
- Proven analytical and creative problem-solving abilities, along with the skills to manage information and data from various sources.
- Working knowledge of Microsoft Office and database knowledge preferable; knowledge of donor CRM software desirable (eTapestry, Raiser's Edge, Donor Quest, Salesforce, etc.) and prospect research tools
- Ability to attend functions/activities outside normal business hours.

Personal Attributes and Values:

- Passion, enthusiasm, focus, and creativity around Second Harvest's vision, mission and values of Compassion, Integrity, Stewardship, Service Excellence, and Diversity.
- Strong work ethic with an orientation towards constant innovation and process improvement.
- Innovative self-starter and problem solver with a bias towards action.
- Ability to work both independently and in a collaborative setting with people of diverse backgrounds/circumstances.

Physical Demands/Environmental Factors: Ability to lift 25 pounds, able to drive throughout Orange County for meetings and events, tolerate extended periods of sitting for meetings and working at desk on phone and computers. Indoor office environment and indoor distribution center environment with moderate noise at food bank location.



The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind. To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer

**How to Apply: Please send resume, cover letter & completed [application](#)
to: Claudia@FeedOC.org**