



The Foodlink mission is to leverage the power of food to end hunger and build healthier communities.

Title: Director of Development
Reports to: Chief Marketing Officer
Supervises: Development Coordinator, Volunteer Program Coordinator
Status: Salary, Exempt, Full time

DESCRIPTION

The Director of Development is responsible for advancing Foodlink's mission through the planning, implementation and management of all aspects of fundraising activities. This includes, but is not limited to, Corporate/Foundation Gifts, Major Gifts, Planned Giving, Special Events, Grants, Direct Mail and food donations. Strong focus will be placed on the annual fund and generating gifts from individuals, new prospects, and expanding fundraising efforts within our service area, as well as maximizing existing campaigns and events. As a member of the leadership team, the DD must consistently exemplify and reinforce Foodlink's values and mission-driven culture.

EXPERIENCE

Minimum of 5-10 years successful fundraising experience, including planning and campaigns involving multiple fundraising platforms and strategies; managing a development staff; working directly with high-level volunteers and board members; and direct solicitation of potential major donors.

RESPONSIBILITIES

- Works closely with CEO, Chief Marketing Officer and Board of Directors to develop and implement fundraising and program strategy to support mission and goals of Foodlink
- Establishes, forecasts, and evaluates fundraising potential, researches and identifies sources of funds to support Foodlink programs.
- Develops budget, action plans, methods, materials, procedures, and reports for each fundraising campaign and to enhance effectiveness and maximize revenue. Works with Foodlink staff to coordinate and run successful and campaigns.
- Works closely with CMO to develop fundraising strategy for direct mail appeals, seasonal campaigns, and special events; tracks, monitors, and evaluates results of mailings; identifies and implements new approaches to direct mail campaigns.
- Establishes and implements guidelines for donor stewardship and recognition; creates recognition letters and develops means of stewardship for donors that effectively and enthusiastically convey the organization's appreciation.
- Cultivates relationships with donors, foundation, corporate and government relationships.
- Identifies grant requirements and time frames; prepares and submits grant proposals which are clear, complete, specific and reflect the energy, urgency, priorities and mission of Foodlink in order to maximize income goals; collaborates with finance and program staff to ensure appropriate grant reporting, documentation, and required follow up.
- With the support of the Development Coordinator, develops and manages the donor database, to ensure the integrity of donor information, timely processing of gifts, and accuracy of information.
- Develops a Planned Giving program by working with financial institutions, attorneys and community groups to provide information to individuals concerning the benefits and process for establishing a planned gift (i.e. wills, trust and bequests).
- Serves as a key spokesperson and advocate for Foodlink; builds and maintains appropriate external relationships and coalitions. Stays abreast of relevant development opportunities with various community groups and agencies.

- Develops and implements innovative strategies for continually improving Foodlink’s impact, effectiveness, and quality of fundraising activities.
- Hires, trains, and motivates a competent Development staff committed to the mission and values of Foodlink. Coaches and develops staff to maximize performance
- Performs other duties as assigned by the CMO or CEO

QUALIFICATIONS

Master’s Degree or equivalent work experience/education/training/certifications preferred. A minimum of 5-10 years of fundraising experience in nonprofit; proven track record in developing and executing fundraising activities; direct mail management experience; good organizational ability. Thorough understanding of the nature and dimensions of philanthropy, which includes issues and trends in fund development, and knowledge of legal and ethical issues related to fundraising. Highly developed written and verbal skills. Strong analytical thinking and problem solving skills. Proven ability to successfully handle multiple projects and meet critical deadlines. Results-orientated with a passion for creativity. Direct, honest, self-motivated, and diplomatic. Enthusiastic, high-energy team player. Computer literacy including Microsoft Office applications and database and online giving platforms. Flexibility to attend evening and/or weekend meetings and/or events. Must possess a valid driver’s license with a good driving record, have access to a vehicle and be willing to travel within Foodlink’s 10 county service area.

WORK ENVIRONMENT

Work is value, goal and deadline oriented; extensive external contact; some travel, driving, walking, standing, bending, lifting and carrying items weighing in excess of 20 pounds; computer work; some extended hours. Warehouse environment.

HOW TO APPLY

Email résumé and cover letter to: hr@foodlinkny.org

The Foodlink Way

- ✦ Passion and commitment to our mission ✦ Going above and beyond what is required
- ✦ Seeing our roles as more than just a job ✦ Proactively seeking improvements ✦ Having the ability to adapt to change

The Foodlink Way is description of who we really are as demonstrated by what we say we value and what we do to express those values.

Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.