



## JOB POSTING

### ***Vice President of Development***

#### **ABOUT US**

*Inter-Faith Food Shuttle envisions a hunger free community. We feed our neighbors, teach self-sufficiency, grow healthy food, and cultivate innovative approaches to end hunger. As a member of Feeding America, the Food Shuttle distributes over 9 million pounds of food per year, 37% of which is fresh produce. From Grocery Bags for Seniors, Backpack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 14-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.*

*The VP of Development) is an organized, collaborative, and diplomatic visionary whose focus is to advance the finances and mission of the Inter-Faith Food Shuttle by setting goals and strategies for fundraising, volunteer engagement, communications, and donor relations. As a key member of the Senior Leadership Team (SLT), serves as senior advisor to the President and CEO and members of the Board of Directors in the areas of fund development. Is ultimately responsible for successfully creating, leading, and implementing an integrated resource development strategy while developing and maintaining existing relationships to build the organization's visibility, impact, and financial resources. Shares responsibility for building, sustaining, and managing the organization's reputation as seen and understood by external audiences, particularly financial supporters and volunteers. Demonstrates a passion for social services, adheres to the highest ethical standards, demonstrates empathetic disposition and perseverance, and respect for people we serve.*

#### **DUTIES AND RESPONSIBILITIES**

- Support the President and CEO in strategic, long-range planning that aligns with the Inter-Faith Food Shuttle's mission and vision.
- Clearly and quickly work through complex organizational issues, problems, and opportunities and lead the organization to action.
- Identify and maximize opportunities to grow revenue and reduce expenses while achieving key strategic targets in the community for both the Inter-Faith Food Shuttle's service population and supporters.
- Proactively build and align stakeholders, capabilities, and resources to get things done and achieve the strategic goals of the Inter-Faith Food Shuttle.
- Attract, develop, and retain talent at both board and staff level to ensure that people with the right skills and motivations to meet our mission are in the right place at the right time.
- Build energy, passion, and commitment for fulfilling our mission with both internal and external audiences (staff, board, community and network members, and partners) by serving as ambassador and spokesperson for the organization.
- Integrate diverse information to develop a well-informed perspective that can help optimize

organizational performance.

- Create an environment that embraces change, makes change happen and helps others to accept new ideas .
- Ensure value for stakeholders (supporters, service population, community) through courageous decision-making in support of the mission.
- Collaborate with SLT members to develop regular reports for board and senior management that synthesizes the financial progress and trends of the organization.
- Actively prepare for and participate in board meetings and board committee meetings and report on the Development Department as needed.
- Recommend policy positions concerning fund development and volunteer engagement.

### **Development Department Leader**

- Fundraising and Engagement.
- Lead the creation and implementation of development department strategy, which spans fund development and volunteer engagement.
- Provide leadership, motivation, and staff service to the President and CEO, Board of Directors, committee members, volunteers, and senior leaders in carrying out their development responsibilities, including stewardship, cultivation, and solicitation of prospects and donors.
- Lead the efforts to raise operating and restricted funds to meet the organization's needs annually from individual, corporate, foundation, organization, and government donors.
- Identify and implement new revenue streams with a focus on increasing sustainable, unrestricted private revenue.
- Lead the growth of a robust individual donor program, which includes specific plans for major donors, middle donors, direct response, estate, and bequest giving, and sustainers.
- Plan and implement a comprehensive funding strategy to meet the organization's annual needs in alignment with strategic goals, but also funding special gift opportunities.
- Plan and evaluate financial needs and fundraising plans for the organization's future.
- Foster a culture of philanthropy within the organization to assure that organizational culture, systems and procedures support fundraising and engagement and vice versa.
- Assure development and maintenance of appropriate systems for fundraising and engagement And donor management, research, and cultivation, gift processing, and recognition.
- Oversee Inter-Faith Food Shuttle fundraising-related event planning while critically evaluating return on investment.
- Keep informed of developments in philanthropy and fund development and inform the President and CEO, and Board of current trends, issues, problems, and activities to facilitate policy making.

### **Leadership and Management**

- Recruit, train, manage, and mentor development staff.
- Review department infrastructure to ensure the organization's revenue growth goals.
- Manage the development department's day-to-day operations, budget, and income forecasts.
- Partner with the finance and accounting staff to sustain efficient, effective, and transparent financial tracking and reporting processes.
- Partner with the marketing and communications staff to ensure consistent messaging and

branding for donor and volunteer audiences.

- Develop clear processes and collaborate with all other departments within the organization to create an understanding of and appreciation for the roles and responsibilities of the Development Department.
- Foster an environment of cohesiveness and collaboration.
- Seek appropriate professional development in general fields of management, governance and the not-for-profit sector for self and team.

### **High-level Relationship Manager**

- With the President and CEO jointly manage a portfolio of prospective donors.
- Solicit gifts from individual donors and prospects.
- Participate in all aspects of the gift cycle.
- Initiate contacts with potential leadership and major gift donors.
- Develop appropriate cultivation strategies, including working with volunteers.
- Move potential donors appropriately and timely toward solicitation and closure.
- Make solicitations when appropriate.
- Maintain stewardship contacts with donors.
- Offer prospect strategy counsel to the ELT, development staff, and others who are managing prospects.
- Work collaboratively with and in support of volunteers, development staff, ELT, and other Inter-Faith Food Shuttle representatives to cultivate and solicit donors for Inter-Faith Food Shuttle's priorities.
- Monitor all prospect contacts to ensure positive and purposeful prospect and donor relations.

### **QUALIFICATIONS**

- Bachelor's degree in Nonprofit Management, Business Administration, Marketing, or a related field; master's preferred.
- Membership in the Association of Fundraising Professionals, Planned Giving Council, or similar professional association; active fundraising certification is preferred.
- Minimum of 10 years of experience in non-profit fundraising
- A proven record of successfully managing a team and personally cultivating and securing major gifts.
- Successful leadership role in a capital or comprehensive campaign.
- Demonstrated fluent understanding of IRS regulations, non-profit financials, and program evaluation.
- Comfort working in a digital environment (i.e., CRM and donor databases, Microsoft Office, Google Suite, project management software).
- Valid drivers' license.

### **CORE COMPETENCIES**

- Managing Performance - The ability to take responsibility for one's own or one's employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.
- Technical Expertise - The ability to demonstrate a depth of knowledge and skill in a technical area.
- Forward Thinking - The ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies.

- Building Collaborative Relationships - The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
- Intellectual curiosity.
- Effective communication skills.
- Self-awareness.
- An ability to think critically.
- Tenacity.
- Thoughtfulness about organizational culture.
- A focus on excellence.
- An ability to motivate, inspire, and influence.
- An ability to tolerate ambiguity.
- An ability to accept responsibility and lead by example.
- A belief that talent management should be a high priority.
- A passion for the mission of the organization.
- Strong interpersonal skills and emotional intelligence.
- An ability to think strategically.

## **WORKING CONDITIONS**

Frequent interaction with volunteers and community members. Computer work within an office environment is expected, with extended hours as needed.

## **PHYSICAL REQUIREMENTS**

Must be able to lift 40 pounds.

## **EEO and Everify**

**Equal Employment Opportunity (EEO) [Inter-Faith Food Shuttle]** provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

**ADA Compliant: [Inter-Faith Food Shuttle]** is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact [HR department].

**Inter-Faith validates the right to work using E-Verify.** Inter-Faith will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

## **DIRECT REPORTS**

Manager of Grants and Government Contracts, Individual and Cooperate Giving Manager, Development Data Base Specialist

**COMPENSATION & BENEFITS** Pay Rate: \$100k-\$110k based on skills and experience. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution. Paid Time Off (PTO) and ten (10) paid holidays.

**TO APPLY**

Please send **resume and cover letter** to [recruiter@FoodShuttle.org](mailto:recruiter@FoodShuttle.org)

***Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.***