

Society of St. Andrew

GLEANNING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

Gleaning Network • Potato & Produce Project • Harvest of Hope



Job Opening: Development Director

Title:	Development Director
Reports to:	Executive Director
Basic Functions:	Fundraising, Donor Relations, Public Relations, Management
Location:	Big Island, Virginia (Lynchburg/Bedford area)
Starting Salary:	\$50,000 - \$67,500/year depending on experience and qualifications
Starting Date:	April 1, 2018
Application Info:	Email résumé (Word or PDF) to Lynette Johnson, Executive Director at lynette@endhunger.org

The Society of St. Andrew, an established faith-based 501(c)(3) nonprofit organization with national reach and a \$3.0 million annual operating budget in 2018, seeks dynamic, experienced fundraising professional to lead our team's fundraising efforts and strengthen donor relationships. The Board of Directors is committed to responsive and responsible growth in program and funding, to increase fresh produce recovery and distribution steadily in the coming years. The Development Director will be an integral part of the staff leadership team that breaks the Board's plan into ambitious, but workable yearly goals and brings the Board's vision to life, seeing that increasingly more hungry people in this country have healthy food available every day to supplement their diets.

Specific Duties and Responsibilities

Fundraising / Donor Relations

1. Lead in describing, developing, and promoting a culture of philanthropy and a comprehensive fundraising program/plan for the organization
2. Support and resource all other staff with development responsibilities, overseeing those within the Big Island office
3. Work closely with the Operations Manager to ensure unified goals, messaging, and support for regional fundraising staff
4. Review current SoSA fundraising practices, institute best practices, and ensure that those practices are followed by all development staff members
5. Use Donor Management database efficiently for most effective donor communication, thanks, and solicitation; work with all fundraising staff to help them do the same
6. Grow major donor relationships, partnering with Executive Director and regional development staff to develop most effective and meaningful relationships with major donors
7. Develop and implement new fundraising initiatives, such as a monthly donor program, e-fundraising, crowdfunding, donor welcome packets, and gift matching programs
8. Develop and implement a solicitation plan that invites SoSA's tens of thousands of annual volunteers to support the organization through financial giving as well
9. Work with Director of Corporate Giving to identify and reach out to additional potential corporate and foundation partners/grantors
10. Manage up, working with the Executive Director to ensure that her time is used most productively in donor contacts and conversations

11. Work with the Executive Director to promote planned giving.
12. Lead #GivingTuesday planning and messaging
13. Offer occasional training and regular resourcing to all staff and to Board members to assist them in becoming better fundraisers for the organization
14. Regularly seek opportunities for further training and skills development, using available continuing education funds

Public Relations

1. Work with the Executive Director and the Marketing/Communications staff to coordinate messaging and best promote SoSA's ministry
2. Be the chief storyteller; constantly look for and share stories of SoSA at work and SoSA's impact in communities and on lives of volunteers and recipients
3. Actively promote SoSA's ministry and promulgate SoSA's messaging in as many ways/channels as possible, through your words and enthusiasm for the cause
4. Know the organization and its work inside and out, being willing to call on other staff members to take the lead, especially in program-focused conversations where you may not be the expert

Management

1. Use Donor Management database software to record all contacts with donors/potential donors and to set up a moves management plan for key donors
2. Follow all SoSA policies, rules, and guidelines and ensure that development staff you supervise do so as well.
3. Working with the staff leadership team, gather information needed to lead/lead development staff in putting together annual income budget, within assigned timeframe

Other Duties

As may from time to time be necessary or assigned.

Education, Skill, and Physical Labor Expectations

- 5-8 years proven fundraising experience, showing successive growth in each position held
- AFP membership and CFRE or working toward CFRE preferred
- College degree required / advanced degree in relevant field a plus
- Goal-directed self-starter, with strong work ethic
- Collegial style
- Ability to work efficiently and effectively with minimal supervision, while achieving goals and objectives
- Good management and supervisory skills
- Maturity
- Flexibility
- Excellent oral and written communication skills
- Conversant with Christian faith language and texts; comfortable speaking in churches/faith communities
- Extremely proficient in computer use; comfortable learning new computer programs
- Able to lift up to 25 pounds occasionally, when accompanying a donor on a gleaning activity or when hauling displays/materials to tabling or workshop events

Other

Successful education and employment records and reference checks will be required prior to any job offer being extended. A national criminal background check (at SoSA's expense and initiation) will be required upon hire. Employment with the Society of St. Andrew is at-will.

Work Hours and Conditions

This position will be based at the Society of St. Andrew's national headquarters outside Big Island, Virginia. Regular office hours are 8:00am-4:00pm Monday-Friday. Some weekend and evening work will be required. Overnight travel may be required up to 10% of the time for this position. All necessary office equipment, furnishings, and supplies will be provided.

Benefits

After 60 days, this position is eligible for Health and Dental Insurance coverage. SoSA pays 80% of individual or family premiums for the lowest cost of several available health care options and provides assistance toward medical expenses through a contribution to a Health Savings Account for the employee.

In January or July after one full year of employment, this position is eligible for 401K enrollment. SoSA puts in 5% of salary and matches up to an additional 4% employee contribution.

Sick leave and vacation accrue from the first day of employment at a rate of 8 hours per month each. There are 11 paid holidays annually.