



## Director of Development

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**Foodwise** is a nonprofit organization dedicated to growing thriving communities through the power and joy of local food. Our vision is to inspire a world that nourishes all people, local economies, and the living earth.

The Director of Development oversees all fundraising activities of the organization and will co-create an annual fund development strategy with the Executive Director. The Development Department is responsible for raising income from events, individual donor fundraising, and institutional fundraising (corporate & foundation sponsorships and grants), accounting for \$1 million annually. Foodwise is moving from an event-heavy fundraising model to a more diversified fundraising model that places a greater emphasis on major gifts and potentially other income streams to be explored.

The Director of Development will lead a fundraising department of 3 full-time staff and 2 part-time contractors, including a Partnerships and Events Manager and a Volunteer and Development Coordinator, a contract grant writer and event support coordinator, plus seasonal interns. The Director will look critically at how the Development Department allocates time and energy to find solutions to streamlining staff roles and projects.

Our organization is committed to diversity, equity, inclusion, and justice in our programs and across all aspects of our organization. This candidate will work alongside staff to incorporate community-centric fundraising tactics to disrupt the harmful aspects of donor-centric fundraising; increase representation and diversity in development and fundraising projects; and create systems that fairly value the time, energy, and resources of all participants in fundraising activities.

Foodwise values leaders who are committed to our mission and are willing to “roll up their sleeves” while working on a highly collaborative team, across multiple departments.

### Responsibilities

#### Individual Giving & Major Donor Fundraising (45%)

- Oversee all fundraising efforts related to events including the fall Sunday Supper gala, summer mixer, and 1-2 smaller more private “ask” events to take place annually.
- Develop relationships with current and prospective major donors from Foodwise, and support relationships between donors and other team members.
- Design and implement a process to screen major donor potential for every person who contributes to Foodwise. Prospect from existing list of contacts and qualify new leads through wealth screening and other methods.

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- Create and implement plans and strategies for donor development and moves management, including a standardized stewardship plan and further developing the existing monthly donor program.
- Present fundraising reports to the Board of Directors and engage individual Board members in fundraising efforts.
- Analyze appeal materials from prior annual giving campaigns (online and snail mail) and develop a plan that will enhance income and minimize cost and staff time.
- Develop annual calendar of online fundraising campaigns and communications (including quarterly donor newsletter), working with the Communications team.
- Work with Market Operations and Communications teams to create and implement a strategy for increasing in-market and online donor cultivation, engagement, and retention.
- Create a plan for #GivingTuesday and year-end giving to start early and increase the amount of donations from last year to this year.

## **Grants & Foundations (35%)**

- Work with contract grant writer to develop, implement, and manage a grants pipeline, including deadlines and due dates; research new grant funders and opportunities on an ongoing basis.
- Collaborate with contract grant writers to update boilerplate language and attachments.
- Ensure that reports for current funders are completed on time or in advance.
- Raise 12%-15% of grant income from new institutional funders.
- Work with Education and Market Operations staff to manage reporting outlined in grants (government, foundation, or corporate) to ensure that required reports and invoices are completed on schedule.
- Edit LOI's, reports, and applications; collaborate with Education staff and to develop grant proposals and gather information for reports.

## **Strategy, Capacity Building, Managing & Developing Staff (20%)**

- Co-create annual fund development plan.
- Manage and oversee Development team, including formalizing roles, scheduling regular check-ins and planning meetings, and setting expectations for success including S.M.A.R.T goals.
- Involve the Executive Director, staff, and Board of Directors in both strategy and implementation of fundraising efforts.
- Participate in team racial equity work and initiatives to advance Diversity, Equity, Inclusion, and Justice (DEIJ) framework and work plan, and actively work to advance DEIJ in fundraising strategies and practices.
- Improve data integrity and maintain development staff use of Salesforce.

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- Create and implement processes and procedures for the Development Department.
- Collaborate with the Communications Director and Executive Director on Impact Report.
- In 1-2 years, spearhead the organization's first capital campaign to raise ~\$2 million for renovated kitchen.

## About You

You are a hardworking, dynamic, and gregarious fundraising professional and team player who can work the room during a fundraising event, and will also stick around to the end to wash a few dishes as needed. You excel at relationships and are passionate about good food, grown with sustainability. You are someone who can infuse a thoughtful, deliberate management approach in our work environment.

## Minimum Qualifications

- A minimum of five years' experience in a leadership role in the nonprofit sector, including a successful track record working with and managing teams
- Demonstrated expertise in fundraising, especially major gifts.
- Enthusiastic personality and a positive, can-do attitude.
- A commitment to anti-racist, community-centric fundraising.
- Strong leadership, interpersonal, and communication skills; high emotional intelligence.
- Ability to establish and maintain great working relationships with a variety of constituents
- A self-starter with strong attention to detail and proven experience managing multiple priorities.
- Strong writing skills and attention to detail for a variety of correspondence such as grant applications and reporting, formal and informal emails, internal policies, procedures, informational documents, and contracts.
- Demonstrated experience managing project and program budgets.

## Desired Qualifications

- Master's degree in Nonprofit Management, Fundraising, Organizational Development, or related experience
- Experience with large fundraising events and/or capital campaigns
- Knowledge of and proficiency in managing a donor database, such as Salesforce
- Familiarity with farmers markets, small farm operations, and sustainable food systems, especially food access and food equity issues, with a clear sense of the Bay Area food landscape in particular

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## Job Parameters

- **Position type:** This is a full-time, exempt salaried position based on a 40 hour/week.
- **Schedule:** The work schedule is generally Monday-Friday, 8 hours/day. This position requires in-person work at the San Francisco Ferry Building at least 3 days a week, with a work-from-home policy of up to 2 days a week. This position must attend evening and weekend events and programs, averaging at least 1 Saturday a month and 1 to 2 evenings a month.
- **Salary:** \$100,000 - \$110,000 depending on experience.
- **Benefits:** Workers' compensation coverage, earned sick leave (1 hour earned for every 30-hours worked), paid vacation accrued at 15 days annually to start (increases by 1 day each year to cap at 20 days annually), and 13 holidays. Medical, vision, and dental care benefits are through Kaiser plan with \$15 copay (employer pays 80% and employees pay 20% of monthly cost). Additional benefits include 401(k) plan with company match, pre-tax commuter benefit, wellness reimbursement stipend, and professional development allowance.
- **Reports to:** Executive Director.

Foodwise is an equal opportunity employer that strives to create a diverse, equitable and inclusive workforce. We strongly encourage people of color, LGBTQ individuals, and people with other marginalized identities to apply.

**To apply, please send a cover letter and resume to [development@foodwise.org](mailto:development@foodwise.org) by EOD February 29, 2024. Position is open until filled. Email submissions only; no phone calls, please. Thank you for your interest!**