FOOD BANK OF WESTERN MASSACHUSETTS

Together, We End Hunger.

We are seeking a strategic Chief Development Officer to lead a multifaceted team and amplify our impact across Western Massachusetts.

The salary range for this position is $98,294.06-$145,303.20/year. The expected starting salary is $113,013.60-$115,166.24/year. The job description is below.

In addition to a great work environment, we offer a retirement plan with employer match, 80% Food Bank paid health insurance, excellent dental coverage, 14 days of paid vacation to start, 12 paid holidays, 10 paid sick days, free electric car charging while onsite.

To apply, send a cover letter and resume to jobs@foodbankwma.org. We will respond via email and text.

The Food Bank is an equal opportunity employer committed to celebrating diversity and fostering an inclusive environment.

If you require reasonable accommodation to complete a job application, job interview, or to otherwise participate in our hiring process, please email us at **jobs@foodbankwma.org**, or call us at **(413) 419-0191**.

JOB OVERVIEW

Reporting to and in partnership with the Chief Executive Officer, the Chief Development Officer establishes multi-year strategies and workplans for the Development Division to establish and achieve (if not exceed) revenue, engagement, and operational integrity goals to support and engage in our mission. Participates in individual major donor cultivation and stewardship and supports division managers to innovate and meet division goals and objectives.

REPORTING RELATIONSHIPS

Reports to: Chief Executive Officer

Supervises: Development Operations Manager, Donor Engagement Manager, Grants Relations Manager, Public Engagement Manager
Dotted line relationship: Director of Communication and Engagement

ESSENTIAL FUNCTIONS

Development

- Lead and oversee a comprehensive fundraising plan with targeted goals, objectives, activities, and quantifiable outcomes to achieve budgeted goals for individual, business, and foundation revenue.
- Oversee and inform direct mail campaigns and events, including strategy and goals with multiple managers.
- Work closely with the Chief Executive Officer and Donor Engagement Manager on major donor cultivation, stewardship, donor segmentation strategies, moves management and quarterly impact assessment.
- Undertake major donor portfolio cultivation and stewardship
- Oversee the Public Engagement Manager to cultivate, steward, and engage businesses in collaboration with the Chief Executive Officer.
- Oversee the Donor Operations Manager to ensure donor data integrity and security, and timely donor-centric acknowledgment and moves management procedures and relations.
- Oversee the Grants Manager to prospect, plan, prepare, and report on corporate, foundation, and government grant proposals.

Engagement

- Oversee relationships with corporate donors
- Oversee development and execution of Food Bank signature events and other public-facing activities
- Oversee volunteer engagement at the Food Bank, Food Bank Farm, and signature events.

Management

- Work with the Director of Communications and Engagement (dotted line) and CEO to align development and communications strategies with fundraising, event marketing messaging and initiatives.
- As a member of the Senior Leadership Team, actively participate in leading organizational priorities and strategic planning. Ensure that established objectives are met or exceeded.
- Guide and inspire division employee visioning, engagement, and effective participation in organizational planning and coordination.

- Oversee division management to establish annual work plans, including goals, objectives, activities and performance metrics to support strategic plan goals.
- Supervise, develop, motivate, and evaluate division managers.
- Support the Board of Directors Development Committee.
- Serve as an external Food Bank representative to the media, and corporate and major donors.
- Serve as ambassador of a culture of philanthropy to the Food Bank staff, Board of Directors, and the public.

ADDITIONAL RESPONSIBILITIES

- Stay abreast of philanthropy, marketing, and development trends.
- Produce quarterly reports for the Board of Directors and Board Development Committee.

WORKING CONDITIONS

- Some work from home if desired
- Onsite or in the community 3 days/week – minimum
- Travel throughout the four counties of Western Massachusetts
- Occasional nights and weekends

JOB SPECIFICATIONS/REQUIREMENTS

- Bachelor's degree in relevant field and 5+ years of senior-level development experience
- Demonstrated success in fundraising, major gift solicitations, procuring foundation grants, and corporate sponsorships
- Experience with planning and implementing donor appeal, major gifts, and programs campaigns
- 5+ years of supervisory experience
- Extensive successful writing and editing experience (externally focused)
- Exceptional communication skills, including verbal, written, and presentation formats
- Excellent interpersonal and leadership skills
- Working familiarity with nonprofit marketing and social media
- Experience in budgeting, planning, and staff and project management
- Knowledge of and proficiency in donor management software
- Experience working with volunteers and teams to achieve objectives

PREFERENCES

- Master's degree in relevant field, CFRE certification
- 5+ years of director-level experience in a mission-driven organization
- Demonstrated experience and proficiency with Blackbaud Raiser's Edge/NXT
- Extensive experience supervising and leading teams with diverse responsibilities
- Spanish proficiency