

Director of Development– FAYETTEVILLE, NC

Opening Date: 8/26/2022

Closing Date: Opened until filled

Employment Type: Full-time/Non-exempt

Starting Pay: \$83,000

OVERVIEW OF GENERAL RESPONSIBILITIES AND DUTIES

The Director of Development is a key leadership team member and an active participant in making decisions on the Food Bank Leadership team. The Food Bank is dedicated to building community awareness and creating an efficient food distribution network to eliminate hunger in 7 counties. The staff is committed to embodying the Food Bank's values in all activities. Relationships are based on collaboration and respect. Resources are leveraged in a manner that is strategic and cost-effective to achieve the Action Pathways' mission and goals.

In collaboration with all Action Pathways programs, the Director of Development has responsibility for planning strategy, implementing, and directing all aspects of fundraising activities. This includes, but is not limited to, Corporate/Foundation Gifts, Major Gifts, Planned Giving, Special Events, and Direct Mail. A strong focus will be placed on generating gifts from individuals, and new prospects, expanding fundraising efforts into previously untapped locales within the service territory, and maximizing existing campaigns and events. The position will report to the Food Bank Director. Responsible for pulling agency orders timely and accurately.

- Collaborates with the Food Bank Director and other senior leaders to develop and implement fundraising and program strategies to meet annual organizational revenue requirements and build a reserve to support future growth.
- Oversee volunteer and food sourcing activities at the Food Bank
- Develops, manages, and evaluates all fundraising activities to ensure annual revenue goals are achieved, including supervision of all development staff.
- Identifies, cultivates, solicits and stewards donors and prospective donors; actively manage a portfolio of donors and prospective donors.
- Develops and executes comprehensive donor cultivation and stewardship plan.
- Oversees the preparation and submission of grant applications and other funding proposals as required to meet fund development goals.
- Oversees the planning and execution of fundraising events
- Oversees the administration of the donor database. Utilizes donor reports and data to inform fundraising strategies and maximize revenue.
- Evaluates the effectiveness of fundraising activities and programs. Develops and implements innovative strategies for continuous improvement of fundraising strategies and operations.
- Coordinates direct mail activities with third-party fundraising firms to maximize direct mail revenue opportunities.
- Coordinates the design, publication, and distribution of marketing and communication materials for resource development.
- The Director of Development will collaborate with all Action Pathways programs in ensure Development & Fundraising requirements are met and maintained.
- Builds and maintains relationships with key community stakeholders to advance the organization's mission and resource development goals. Attends community and networking events to promote the organization. Serve as a spokesperson for the Food Bank as appropriate or assigned.
- Serves as a member of the senior management team at Food Bank to help shape organizational strategy.
- Other duties as assigned

QUALIFICATIONS

Education: A Bachelor's Degree in business, public policy, nonprofit management, or other relevant field.

Experience: At least 5 - 10 years of nonprofit sector experience with a solid track record of raising a sustainable base of funding from individual, institutional and corporate donors.

Computer Skills

Knowledge of donor database management. Proficient with Microsoft Office Suite and donor relations management software

GENERAL REQUIREMENTS

Other Requirements

CFRE designation is preferred

A valid driver's license is required along with a good driving record. Employee must have reliable transportation to conduct agency business.

Applicant must have:

Must successfully pass a Fit for Duty Test

CONDITIONS OF EMPLOYMENT

Background check with state and Federal law enforcement agency required. Selected applicants must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. The employee must have a valid North Carolina Driver's License. Must be able to pass a post-offer physical examination.

Action Pathways, Inc. is an "at-will" employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.

Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

EMPLOYEE BENEFITS PACKAGE:

- Competitive pay with periodic Cost of Living Adjustments (COLA)
- Zero-cost Health, Dental, Vision, Life Insurance, Short-Term Disability (Employee only)
- Retirement plan with 100% employer matching
- Paid Vacation/Sick/Personal leave
- 13 Paid Holidays
- Winter break (2 weeks w/leave)
- Spring Break (for Head Start)
- Paid professional development training
- Education assistance
- Auto mileage reimbursement for official travel
- Employee discounts
- Bragg Mutual Credit Union Membership
- Employee Recognition Events
- Bonuses available

HOW TO APPLY

Applicants must apply online at www.actionpathways.ngo