

The Food Bank @ St. Mary's

Job Title: Development Director
Reports to: Executive Director

Position: Full-Time; 40 hours; Exempt
Pay Range: Salaried; \$73,500+/DOE

The Food Bank @ St. Mary's is a non-profit organization in the state of Washington with a close relationship to St. Therese Parish and the Archdiocese of Seattle. The food bank operates to provide individuals and families with food and access to community resources to help them with hunger relief and to achieve self-sufficiency. The Food Bank's main programs are: Walk- In, Home Delivery, Feeding Hungry Children, Mobile Food Bank, and Baby and Toddler Bags.

POSITION DESCRIPTION:

The Food Bank Development Director reports to the Executive Director and is responsible for development and fundraising activities to support the mission and strategic direction of the food bank.

MAJOR DUTIES AND RESPONSIBILITIES:

- Community Relationships & Annual Giving
 - Create recognizable branding and increase the organizations presence in the community
 - Maintain and update the organization website and social media platforms
 - Develop Social Media campaigns to market, solicit, fundraise, and advertise (i.e., Facebook Causes)
 - Create appeal letters/annual campaigns
 - Utilize Constant Contact, email, and the phone to communicate and fundraise
 - Coordinate organizations program volunteer efforts – especially walk-in, home delivery, and events
 - Develop/participate in Corporate Employee giving campaigns/volunteer opportunities
- Event Management- Harvest Dinner/Spring Fundraiser
 - All aspects of event planning, implementation, and execution: including invites, venue, emcee, entertainment, caterer, acknowledgments, tracking and thanking donors, etc.
 - Recruit and lead the agency's volunteer event committee to execute a successful fundraiser
 - Create event messaging and marketing outreach
 - Solicits donations and sponsorships (including corporate entities)
 - Utilizes social media to market, solicit, fundraise, and advertise
- Manages Donor Database
 - Data input and reporting functions
 - Donor tracking including acknowledgments, letters, and reporting
 - Maintenance and updating on an ongoing basis
- Grant Writing
 - Research and develop an annual grant writing calendar
 - Submit proposals requesting support for programs and general operations
- Additional development and fundraising responsibilities as needed

QUALIFICATIONS/REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required for this position.

- Previous success meeting agency fundraising goals, and working with diverse funding streams
- Knowledge of donor databases, spreadsheets, Facebook, and other social media platforms
- Experience seeking out and cultivating relationships that lead to increased agency funding
- Lead the implementation of donor recognition and stewardship activities
- Ability to work within a budget and manage multiple tasks
- Represent the agency and our mission in a professional and positive manner
- Provide friendly, donor-centered customer service & represent the agency in a professional and positive manner
- Excellent written and oral communication skills - Grant writing experience desired
- Ability to multitask, have initiative, and be a contributing team player

If interested in applying, please email a cover letter and resume to bruce@thefbsm.org No phone calls, please.

The Food Bank @ St. Mary's is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.