

**POSITION TITLE:** Director of Development  
**FLSA STATUS:** Full Time – Exempt  
**REPORTS TO:** Executive Director  
**SALARY RANGE:** \$68,000 to \$70,000



### **ABOUT US:**

Shared Harvest Foodbank (SHF) is one of twelve Feeding America affiliated foodbanks in Ohio. Each month, more than 45,000 food insecure people receive nutritious distributions of food through a network of nearly 115 food pantries, soup kitchens, and shelters throughout southwest Ohio. SHF is a purpose-driven organization committed to providing dignified, equitable and consistent access to food to create a foundation for community health and is a catalyst for societal transformation. Since 1983 we have been a source of food security for all members of our community.

### **BENEFITS:**

We offer excellent benefits including an incremental Paid Time Off Plan; 11 paid holidays plus a floating birthday holiday; employer paid health insurance, life insurance, and 401k with optional match, and a voluntary dental and vision insurance program.

### **GENERAL DEFINITION AND PURPOSE OF WORK:**

The Director of Development is a member of the Leadership Team and is responsible for developing, implementing, and continually evaluating a strategy for growing the donor base and meeting ambitious revenue goals to support the organization's strategic initiatives. The Director of Development employs a marketing approach to strengthen the foodbank's direct mail programs, community outreach, strategic partnerships, and marketing plans, recognizing all stages of the development cycle including prospect identification, research, cultivation, solicitation, and stewardship. The Director of Development will also oversee the daily internal operations of the Development Department. This position will grow the department to eventually lead a team of fundraisers, marketing staff, and a donation management database administrator.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

General Development:

- Support the Executive Director's efforts to foster a culture of philanthropy and institutionalize philanthropy and fund development within SHF.
- Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors and ensure compliance with code of ethical principles and standards of professional conduct of fundraising executives.
- Direct mail: Working with external direct marketing firm, develop and execute an annual direct marketing campaign, including mailed acquisition, renewal, and newsletter campaigns and coordinated digital strategies.
- Online giving: Oversee online fundraising strategy and donor retention to include monthly recurring donations.
- Grant Management: In collaboration with the ED and other team members oversee grant management strategy, including application, tracking, and reporting processes.
- Individual & Planned Giving: Assess, modify, and implement individual and planned giving donor cultivation and recognition plans.
  - Marketing & Communications: Execute the development and implementation of marketing and communication plans and strategies including social media marketing, public relations, media relations, website content, communication/resource development materials, online giving, digital communications, key messaging, storytelling, and brand management.
  - Donor Prospecting: Initiate new ways to generate revenue by building and expanding the network of donors.
  - Capital Campaigns and related activities: in partnership with the Executive Director, will execute capital campaign fundraising activities to support strategic initiatives.

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**Database Management:**

- Maintains the overall integrity and quality of database.
- Ensures accurate and complete recordkeeping, including documentation of all interactions with donors in donor database.
- Maintains a portfolio of mid-and-major donors and prospective donors.
- Ensures timely recognition and acknowledgement of all donations.

**Events:**

- Plan, organize, and execute fundraisers and events to create awareness of SHF's mission.
- Oversee the strategy and execution of all third-party events including cause marketing.
- Recruit and lead event committees as applicable.
- Seek out new potential sponsors; determine mutually beneficial plan for partnership.

**QUALIFICATIONS:**

**General:**

- Ability to adhere to SHF expectations and values:
  - ✓ Have a sense of urgency, move quickly, get things done and hold self and others accountable for results.
  - ✓ Be constructive by providing solutions, displaying optimism, being respectful and fair.
  - ✓ Be truthful by providing facts to support opinions, speaking up and not exaggerating.
  - ✓ Communicating in a professional, honest and open manner.
  - ✓ Take time to have fun along the way.
  - ✓ Believe in our mission and impact.
- Honesty, integrity and commitment to fighting hunger in southwest Ohio.
- Ability to relate effectively with other staff, volunteers, agency representatives and the public.
- Ability to complete work in an accurate, effective and timely manner.
- Valid OH Driver's License.

**Position Specific:**

- Minimum of five years of fundraising experience with nonprofits of comparable size or a bachelor's degree in Nonprofit Management, Public Leadership, Business Management, or a related field (or an equivalent combination of education and experience); CFRE certification is considered an asset.
- Demonstrated success in leading and implementing a comprehensive fund development program and producing charitable contributions.
- Experience in short and long-term planning, evaluation, directing and motivating staff, verbal and written communication skills, marketing and financial management, organizational behavior and development and governance.
- Knowledge and experience in the following areas: philanthropy, ethics, motivations for giving and volunteering; research and cultivation practices; fundraising techniques, including face-to-face solicitation; proposal writing; special events; telephone solicitation and direct mail; and development office functions including gift processing, prospect and donor histories and fundraising reporting.
- Excellent management, organizational, planning, presentation and time management skills.
- Commitment to and skill in building collaborative and constructive internal and external relationships that have the potential to generate resources in support of the organization and its mission.
- Demonstrated experience in healthy stress management.
- Extensive knowledge and experience with: proposal writing formats, non-profit fundraising strategies, and program planning.
- Excellent knowledge and skills using MS Office, Publisher Software, Fundraising/Development Software, Internet software, project management software, and network system(s).

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**WORKING CONDITIONS:**

This position works in a combined office and warehouse space, with an expectation of regular out-of-office donor and community visits. Typical working hours are Monday-Friday, 7:00am – 3:30pm, but flexibility is imperative as seasonal demands and events may require working hours to shift.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind. To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Shared Harvest Foodbank, Inc. is an Equal Opportunity Employer*

I hereby acknowledge that I have read and understand the content of this job description. I understand that the job description may be revised from time to time in the future by the Organization in its discretion. I understand and agree that nothing in this job description should be construed as a contract of employment, and that employment with this Organization is at-will meaning that the terms of employment may be changed with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work.

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Employee Signature

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Date

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Supervisor's Signature

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Date