



Position Title: Development Director
Reports to: Chief Executive Officer
Job Classification: Full-time, exempt

Job Overview

The SLO Food Bank is looking for an ambitious, relationship-driven leader who is energized when connecting with the community and supporters. This is a key, high-profile position representing the SLO Food Bank across the county, serving on the senior leadership team, and managing a development team. The ideal candidate will successfully grow our donor base and is responsible for developing and overseeing the comprehensive fundraising strategy for the organization. This is a full-time position and reports directly to the Chief Executive Officer and works closely with our Board of Directors.

Principle Duties & Responsibilities

Development Strategy | Create and implement a comprehensive fundraising strategy to grow donor base that sustains and builds our organizational capacity. Key elements include:

- Major gifts and planned giving
- Individual and recurring donations
- Community and foundation grants
- Corporate sponsorships
- Third-party and internal events
- Donor appreciation and recognition

Major Giving | Identification, cultivation, solicitation, and stewardship of donors and prospects through a variety of development strategies, including personal visits, proposals, events, and tours.

- Work with the CEO and Board of Directors to identify and cultivate new major donors.
- Ensure gifts are acknowledged in a personal, timely, and authentic manner.

Community and Media Relations | Develop strong relationships within the community that build awareness and understanding of the SLO Food Bank's mission and our reputation as a trusted partner.

- Serve as a SLO Food Bank spokesperson, both with media and at community events.
- Act as an organization representative with businesses and community organizations promoting the mission and the goals of the community.

Organizational Leadership and Collaboration | Serve as a member of the executive team to create an inclusive, collaborative, and positive work environment focused on our common mission to alleviate hunger and build a healthier community.

- Lead the Development team including Development and Gift Administration Coordinators.
- Work closely with Senior Manager for Communications to shape brand, marketing, and media strategy.
- Maintain current understanding and active implementation of best practices in donor ethics and confidentiality.

Qualifications

The ideal applicant will have:

- A passion for the SLO Food Bank mission.
- A proven track record of fundraising experience with demonstrated success in cultivating major donors and fostering donor relationships.
- Significant experience in public speaking, writing for diverse audiences, and persuasive interpersonal communications.
- Experience leveraging technology for increased effectiveness and impact as well as proficiency in Microsoft 365 Suite and donor management systems.
- The ability to effectively lead and motivate a team.
- The ability to interact effectively with individuals of diverse backgrounds, experiences, and personalities.
- Excellent decision-making, project management, and organizational skills.
- Experience handling confidential information with discretion and respect.
- High level of emotional intelligence and knowledge of how to work effectively and professionally with co-workers, external supporters, and those we serve.
- Experience collaborating to produce effective marketing and communications campaigns.
- Ability to speak and write persuasively in Spanish preferred but not required.

Distinguishing Characteristics

- Teamwork – Contributes harmoniously as a member of the SLO Food Bank team.
- Compassion – Genuinely cares about providing caring services to people in need. Is kind to all.
- Embraces Diversity – Gives respect to all people at all times without exception.
- Hard Working – Is a self-starter, completes tasks, and is dependable.
- Mentor / Coach – Seeks opportunities to develop the potential of all staff in a comfortable, mission, and values driven manner.

Requirements

- Must be 18 years of age or older. Must possess:
- A valid Driver's License, clean driving record, proof of insurance.
- Reliable transportation to work.
- Bachelor's degree from an accredited college or university.
- Five to seven years of fundraising, sales, nonprofit management, public/business administration, and management experience.

Salary & Benefits:

- Starting salary of \$85,000-98,000 per year.
- 10 paid holidays per year.
- 12 paid vacation days per year (vacation accrual escalates based on years of service as detailed in the Employee Handbook).
- 80 hours of paid sick leave per year.
- Eligible for employer-subsidized healthcare benefits.
- Eligible for participation in optional 401k plan, with employer matching 50% of employee's annual contribution up to a total organizational match of 3% of annual salary.
- Working with an amazing team in providing life-enhancing care to our most vulnerable neighbors!

Work Conditions / Physical Demands

The position is based out of the SLO Food Bank's offices at 1180 Kendall Road, San Luis Obispo, CA, and works alongside a dedicated group of approximately 30 staff and thousands of volunteers. The position will require the ability to:

- stand for extended periods of time
- see details at close range (within a few feet of the observer)
- lift, carry, and load up to 25 pounds
- bend, stoop, climb, and crouch repeatedly throughout the day
- stand, walk and kneel for long periods of time
- spend extended periods of time operating a computer

Variable work environment: work is conducted both indoors and outdoors with varying environmental conditions. Indoor facilities are kept at cold temperatures, so warm clothing is required. Noise level varies from quiet office environment to very noisy warehouse. Exhaust and dust may be present in the warehouse receiving area. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Employer

The Food Bank Coalition of San Luis Obispo County is an at-will, equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, genetic information, disability, sex, marital status, age, or any other protected status covered by federal or state law. This job description does not constitute an employment agreement and is subject to change.