



Job Description

Job Title: Development Manager
Classification: Full-Time, Exempt
Department: Development
Reports to: Chief Development Officer
Location: Meridian, ID: Hybrid with a minimum of three days in the office
How to Apply: <https://idahofoodbank.org/about/employment/>

Job Summary:

The Development Manager is responsible for planning, implementing, coordinating and assessing fundraising and philanthropic activities of The Idaho Foodbank specific to annual giving from individuals, corporations, foundations and community organizations under the supervision of the Chief Development Officer. As a key member of a fast-paced, development team, the Development Manager supports a variety of efforts and must be comfortable working with people of all walks of life, highly organized, detail oriented, independent, and flexible.

The position will provide leadership for a team of professionals and volunteers working together to develop and implement an annual fundraising campaign focused on identifying, cultivating and leveraging financial and in-kind support for the Foodbank's vision of a hunger free Idaho.

Principle Duties and Responsibilities:

- Meet the goals set annually for amount of revenue raised through giving channels, number of one-on-one visits made, and the number of prospects identified with a goal of aligning donor giving priorities, deepening relationships and securing gifts.
- Work with Chief Development Officer to create, implement and manage the annual budget and monitor each line to guide fundraisers to meet annual and campaign goals.
- Keep development reports and budget notes up to date for each Fundraising meeting and ensure revenue discrepancies are communicated and discussed on a monthly basis.
- Participate in annual budget process and provide projections for revenue streams and expenses during annual planning timeframe.
- Plan and execute an annual calendar of donor stewardship, recognition and community engagement for the state.
- Provide monthly reporting on progress to goals and activity by fundraiser.
- Participate in all annual planning/budgeting meetings and provide projections and activity updates and analysis in a timely manner.
- Provide supervision and support for four statewide fundraisers and work in collaboration with branch managers and development staff.
- Track donor conversations, notes, and contacts; and create and pull reports from Raiser's Edge as needed.
- Work collaboratively with Marketing and Communications, Volunteer Services and Food Sourcing to assure a donor centric approach to activities and partnerships.
- Together with the Marketing Communication Manager create and implement innovative statewide strategies for engagement and campaigns including strategy recommendations for direct mail and phone campaigns.
- Ensure donor recognition plan for fundraising is implemented, donors are thanked regularly, and ongoing recognition is seamless.
- Research and identify sources of giving to support Foodbank programs and increase active donors and numbers of gifts.
- Review monthly budget goals, expenses and restrictions with Grant Coordinator.
- Leverage existing relationships in order to create new opportunities by identifying existing donors with the affinity and capacity to continue and grow support for The Idaho Foodbank programs and services.
- Manage team members and ensure direct reports understand organizational changes, policies, procedures, goals and objectives, and internalize core values.

- Build and manage a strong portfolio of 40+ prospects and donors, paying attention to the balance between discovery, cultivation, solicitation and stewardship.
- Collect, organize and record through Raiser's Edge all relevant donor data, prospecting, demographics, communications, giving history and activities in a standardized, timely and accurate manner.
- Prepare materials for use in cultivating and soliciting major and planned gifts.
- Serve as ambassador for The Idaho Foodbank to civic organizations, at galas, in making presentations, and in accepting and recognizing support.

Knowledge, Skills and Abilities Required:

- Comfortable with gift solicitation, development and delivery of persuasive presentations, and creation of reports that may include technical information.
- Relationship management skills and an ease with people from all walks of life.
- Comfortable using innovative, creative and entrepreneurial approach to overcome challenges.
- Able to work independently as well as collaboratively.
- Highly effective communicator and contributor in cross-functional groups.
- Highly organized with ability to successfully manage multiple complex projects at any given time and meet deadlines.
- Proficiency and comfort with public speaking and media interviews.
- The successful candidate will be self-motivated, individually compelling, and conscientious.
- The position requires that the individual be a good listener with strong communication skills (both verbal and nonverbal)
- Must enjoy a fast-paced, high-energy environment and be willing to work varied hours and attend off-site events. Some travel is required.
- Capacity to think strategically, as well as creatively, will be advantageous.
- Bachelor's degree and at least four years professional experience preferred, including direct gift solicitation, in a Fundraising/Development role.
- Prior experience with Raiser's Edge or another fundraising database preferred.
- Excellent organizational skills and attention to detail.
- Ability to meet deadlines while managing multiple projects.
- Association of Fundraising Professionals Certification is a plus.
- Proficient MS Office Skills required.
- Valid driver's license and access to a personal vehicle required.

Working Conditions

This work is performed primarily in an office environment including sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal working hours and drive own vehicle for various projects on a daily basis.

All Employees

- Commit to upholding policies, principles and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Equal Opportunity Employer

The Idaho Foodbank is an Equal Opportunity Employer fully committed to attracting and retaining diverse talent. We invest in fostering a diverse work environment that promotes equity and inclusion where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected, and supported.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.