Job Description

Job Title: **Director of Philanthropy**
Classification: Full-Time, Exempt
Department: External Relations
Reports to: Chief External Relations Officer
Direct Reports: Development Manager, North Central Idaho Development Coordinator, Eastern Idaho Development Coordinator, South Central Idaho Development Coordinator, Major Gift Officer
Location: Meridian, ID: Hybrid with a minimum of three days in the office

Job Summary:
This newly created statewide leadership role drives the philanthropic strategy essential to realizing The Idaho Foodbank's vision of a hunger-free Idaho. As a servant leader, the Director of Philanthropy oversees a multimillion-dollar annual revenue portfolio, aligning cross-departmental efforts, and managing a high-performing philanthropy team. Balancing high-level strategic planning with hands-on major gift solicitation, this exciting role builds meaningful donor relationships while fostering a collaborative, progressive team culture. The successful candidate is comfortable working at strategic and operational levels, working with people of all walks of life, and is highly organized, detail oriented, independent, flexible and positive.

Principle Duties and Responsibilities:

Leadership and Management
- Work with Chief External Relations Officer (CERO) to create, implement, and manage the annual budget and monitor constituents and methodologies to guide fundraisers to meet annual and campaign goals.
- Meet the revenue and activities goals set annually through giving channels, retention, 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.
- Develop and implement strategies to include major gifts of $10,000 and more. The Director may work on campaigns, events, planned and endowment giving, recurring giving and special campaigns.
- Lead and supervise development manager and regional coordinators on their business plan goals, projects and lists, including setting goals and objectives and evaluating performance; working to develop moves management strategies for donors in their portfolio; meeting regularly to coach, share information, assess progress and strategize.
- Provide supervision and support for four statewide fundraisers and work in collaboration with branch directors and Philanthropy staff.
- Work across departments and regions to develop strategies to understand the work and needs of The Foodbank and inform potential contributors of ongoing and special needs through a variety of channels and proactively ensure staff has the appropriate tools and resources to be able to do the same.
- Establish and maintain a working environment conducive to positive morale, individual style, quality, creativity and teamwork.
- Other duties as assigned.

Analysis and Reporting
- Analyze benchmarks for fundraising efforts as well as track and report progress.
- 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.
- Assist the CERO with reporting to, interaction with and organizing activities of the Board of Directors, Development and Engagement Committee, and volunteers relating to fundraising activities as needed.

- Analyze and recommend changes in processes for fundraising activities to the CEAO to ensure objective fulfillment and swift response to Philanthropy challenges and opportunities.
- Guide preparation of philanthropy reports and present to CERO, CEO, and other stakeholders as needed.
- Keep current with fundraising trends in order to communicate, coach team, and ensure implementation of fundraising best practices.

Fundraising and Public Relations

- Manage a personal portfolio of approximately 30 major gift prospects, focusing on incremental growth and new gifts from $10,000 to $1 million plus.
- Maintain a positive and strategic presence utilizing strong social and public speaking skills; serve as a speaker to share the mission of The Foodbank to deepen engagement at all levels.
- Plan and execute an annual calendar of donor stewardship, recognition, and community engagement for the state.
- 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.
- Prepare materials for use in cultivating and soliciting major and planned gifts.

Knowledge, Skills, and Abilities Required:

- 8+ years of experience (including 4+ years of experience leading professional teams) in major gift solicitation, campaign management, and multi-channel fundraising within non-profit or mission driven organizations
- Demonstrated success in gift solicitation, development and delivery of persuasive presentations, and creation of reports that include technical information.
- Expert relationship management skills and ease with people from all walks of life.
- Highly effective communicator and contributor in cross-functional groups, including strong listening and verbal/nonverbal skills.
- Able to work independently as well as collaboratively.
- Comfortable using innovative, creative and entrepreneurial approach to overcome challenges.
- Highly organized with ability to successfully manage and meet deadlines of multiple complex projects while maintaining a high attention to detail
- Capacity to think strategically, as well as creatively; demonstrated ability to work independently as well as collaboratively.
- Comfortable using innovative, creative and entrepreneurial approach to overcome challenges.
- 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.
- Proficient MS Office Skills; Prior experience with fundraising databases (Raiser's Edge preferred).
- Valid driver's license and access to a personal vehicle required.
- Understand and commit to a 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.

Working Conditions
This is a hybrid role with a minimum of three days a week in office. 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, drive own vehicle for various projects on a daily basis and have occasional travel around the state.

Organizational Culture
At The Idaho Foodbank, we live our core values of **Belonging**, **Commitment**, and **Collaboration**. We're driven by our mission to nourish, educate, and advocate for food-secure communities. We believe every team member plays a vital, daily role in our mission.

Applicants Should Submit

Your application for this role should include a resume and cover letter that details the size of team you have supervised, the makeup of the team by department and geography, the size of the philanthropic budget you have been responsible for, and the gift size you have solicited.

Equal Opportunity Employer

The Idaho Foodbank is an Equal Opportunity Employer committed to fostering a welcoming and supportive workplace. We strive to create an environment where all employees and those we serve feel valued, respected, and empowered to reach their full potential. Our hiring and workplace practices are rooted in merit, fairness, and belonging. 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.

THE IDAHO FOODBANK IS AN EQUAL OPPORTUNITY EMPLOYER.