



APPETITE FOR CHANGE JOB POSTING

DEVELOPMENT DIRECTOR

Appetite For Change (AFC) is a nonprofit social enterprise in North Minneapolis whose mission is to use food as a tool to build health, wealth and social change. Appetite For Change envisions sustainable, equitable, local food systems, created and led by thriving, socially connected families and communities.

We are seeking a full-time Development Director to provide strategic oversight for complex nonprofit administration processes across Appetite for Change's (AFCs) Advancement stakeholder systems, revenue-generating platforms, and processes to include CRMs, donor portfolios, reporting, and research.

The Development Director provides managerial support of gift entry, donor acknowledgement, annual fund, and major donor strategy. The Development Director also partners with the VP of Advancement and other Leadership Team members to strategically support organization-wide annual and long-term advancement goals.

The Development Director responsibilities include:

Development Operations

- Support AFC vision and direction for the Advancement team by supporting the VP of Advancement to implement and maintain efficient and accurate development operations to ensure retained and increased philanthropic revenue
- Oversee the enhancement and/or establishment of best practices, policies, and procedures to ensure compliance, sound operations, and consistent operations with fundraising and stewardship
- 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 for fundraising executives
- Provide direction and support of donor services including gift receipt, acknowledgement, campaign metrics, and CRM reporting
- Accurately and comprehensively track and document all donor information and activity using Salesforce
 - Document anticipated and completed actions as a result of constituent contacts,
 - Recommend and/or plan for follow-up work, stewardship, written gift proposals and gift commitment documents
- Create and modify tailored reports for development department as needed, as well as assist with financial and donor reports for the audits or other compliance purposes
- Assist with creating, managing, and monitoring development department operating budgets
- Provide excellent stewardship of the organization's philanthropic resources
- Liaise with contracted Salesforce support as needed/required

Annual Fund

- Manage and implement Annual Fund and stewardship programs, including direct mail campaigns and electronic appeals, donor communications and annual impact report.
- Work with the VP of Advancement and consultants to establish long-term goals and objectives
- Implement strategies to renew and expand our donor base, increasing the number of donors and the contributed revenue of the annual giving program

- Under direction of the Vice President and in consultation with the Communications team, strategize and implement online fundraising campaigns, direct marketing collateral and print communications including messaging, design, production, mail and/or email list development, and execution

Major Donor and Stewardship Support

- Work with the VP of Advancement, Co-Founders, President, and volunteers to support and coach relationship-cultivation activities and stewardship interactions of existing and prospective portfolio donors
- Assist in building a greater awareness of the importance of private philanthropy and generosity throughout the organization by sharing donor goals and efforts to employees, volunteers and the Board
- Provide data that accurately reflect portfolio activity and performance at department-wide prospect management meetings
- Update and oversee the donor stewardship program
- Develop donor-impact reports and other donor-centric stewardship materials
- Collaborate with Communications team and other Advancement team members to achieve stewardship goals
- Innovate relevant, meaningful stewardship methods to ensure donors are engaged, inspired, and aware of the impact of their giving
- Direct appropriate staff to perform, or perform duties when needed, to perform administrative aspects of the stewardship program
 - Ensure timely and accurate acknowledgement of all gifts
- Manage the stewardship program budget to ensure cost-effective expenditures on donor thank you activities
- Develop and manage reporting tools to ensure timely stewardship of priority groups of donors

Systems – Technology

- Ensure continued alignment of development and communications systems, including 3rd-party platforms, for data integrity and meaningful supporter engagement and messaging
- Provide direction and supervision of all fundraising platform(s), Salesforce customization, and other fundraising technologies
- Oversee CRM database management practices, policies, procedures, and daily operations
- Ensure data health, integrity, and security in AFC's giving platforms and CRM systems
- Collaborate with colleagues in Communications to optimize systems functionality and "ways to give" information on website and other platforms

Forecasting, Analytics, and Reporting

- Support the Advancement Scorecard reporting process and provide recommendations for measurement, refinement, and/or use of data
- Collaborate with the VP of Advancement to set quarterly and annual metrics for Development, and report progress toward goals
- Conduct and report analytics to provide greater understanding of donor giving behaviors and to identify opportunities or areas of concern

- Work with the VP of Advancement to continuously and proactively evaluate the health of the fund development program, to provide periodic comparisons and forecasting, and to advise Leadership of the status toward goal
- Provide reports to Leadership, Advancement Committee, and the Board of Directors as needed and directed by the President or the VP of Advancement
- Liaise with vendors and provide project management and support for initiatives such as wealth screenings, donor data appends, organizational celebrations, related analytics, stewardship initiatives, and impact reporting

Prospect Research Program

- Develop a prospect research process and procedures, ensuring donor confidentiality and appropriate data collection
- Provide direction to Development Facilitator, or perform duties when needed, in maintaining accurate and robust donor data information in donor records
- Regularly review the donor database to identify prospects with potential for greater giving.
 - Share information and insights to advance prospects with capacity and inclination.
 - Make recommendations for donor strategy.
- Conduct competitor or peer analysis, and perform proactive prospect identification.
- Collaborate with and support relationship management responsibilities of the President, VP of Advancement, VP of Innovation, and the Senior Engagement Officer

Leadership, Management and Accountability

- Lead, manage, supervise and motivate direct reports
- Provide direct supervision of the direct reports including setting performance standards and evaluating performance
- Provide direction to contractors enlisted for Advancement
- Conduct quarterly check-in's and annual performance reviews
- Implement professional development activities ranging from orientation and training to ongoing mentorship and coaching
- Provide direction and coaching to support individual and team success
- If necessary, perform disciplinary actions and take corrective measures if there are personnel issues
- Ensure duties of direct reports are performed sufficiently and provide periodic coverage of duties episodically if necessary, including supporting grant applications, gift entry, and donor relations

SECONDARY RESPONSIBILITIES

- Support the success and engagement of the Advancement Committee by preparing required materials and providing support to the VP of Advancement
- Support the work of additional AFC committees or work groups as needed, including a comprehensive campaign
- Perform various tasks as assigned by management.

JOB SPECIFICATIONS

Desired Education and Experience

- Bachelor's degree in relevant field, or equivalent experience in nonprofit or social enterprise sector

- A minimum of 5 years of experience in development with direct fundraising experience in events, grantseeking, individual gifts, and annual fund
- CRM donor database management experience as a user; high level of competency in Salesforce preferred
- Proficiency in technology, particularly Google Suite applications

Knowledge, Skills and Abilities

- Knowledge of philanthropy, the nonprofit sector, and the donor engagement process
- Must be donor-centered and able to identify and match donor interests with appropriate funding needs.
- Able to inspire and ask for aspirational gifts of support
- Excellent interpersonal, collaboration, and relationship building skills to effectively work with a diverse variety of people and personalities in and out of the organization and effectively grow the financial resources available to AFC by engendering trust, developing rapport with prospects and donors, and building authentic mission-centered relationships
- Excellent written and oral communication skills; able to effectively and professionally communicate at all levels and across organizational lines in a manner inspiring to staff, board, donors and volunteers, including making presentations to large and small groups in and out of AFC
- Able to supervise employees, set objectives and work goals and standards, give direction, delegate to and motivate employees and volunteers
- Able to make managerial-level decisions and solve problems independently, effectively and creatively
- Creativity and openness to discuss strategy, deconstruct what works, and objectively determine what didn't or doesn't work
- Able to balance multiple projects and priorities simultaneously and work independently
- Able to plan, prioritize, coordinate, and manage own work
- Detail-oriented, organized and applies effective time management skills in order to meet all deadlines and see projects through to completion
- Demonstrated ability to collaborate with staff and willingness to take on any task at any time
- Diplomatic and able to participate in difficult conversations and manage conflict effectively
- Understand confidential nature of organization, fundraising and donor information and maintains confidences
- Passion for the work of Appetite For Change

WORK ENVIRONMENT

- Generally available to work 40 or more hours per week via phone/Zoom/email; When working remotely, must have reliable cell phone access and high speed internet
- Infrequent work is performed at AFC outdoor agricultural fields and an outdoor farmer's market
- Requires occasional travel (less than 10% of time) outside the office for conferences, training, and other AFC-related events and activities
- Due to the seasonal nature of AFC's work, employees must be available for additional hours when engagement is at its peak

HIRING RANGE:

\$65,000 to \$70,000 - DOQ

BENEFITS:

Health Reimbursement Account (HRA)

Paid Time Off (PTO)

Paid Holidays

Short Term Disability (STD) Insurance

TO APPLY:

Send resume and cover letter to Jobs@afcmn.org

