



EMPLOYMENT OPPORTUNITY

Director of Philanthropic Engagement

Do you want to change lives? Do you want to work where every day you and your team members' efforts result in hundreds of people in need being helped? Do you have demonstrated success in fundraising leadership and the full donor cycle? Then we invite you to lead our philanthropy team!

POSITION SUMMARY

The Director of Philanthropic Engagement (Director) reports to the Executive Director and is responsible for planning, directing, and implementing all aspects of fundraising required to achieve the mission of Yolo Food Bank (YFB), coordinating with other departments to do so, particularly the Department of Marketing & Communication. The Director serves as a frontline fundraiser, securing larger gifts through individual giving, corporate investments, and non-governmental grants in support of YFB's special campaigns and annual operational budget. Primary responsibilities include development of strategic vision and overall goal setting for the development function; prospect research, cultivation, solicitation, closing gifts, executing gift agreements, and stewardship related to both existing and prospective donors; data gathering, documentation, and reporting; and department leadership responsibilities, including hiring, training, and managing two or more additional staff members engaged in development work. In addition, the Director will collaborate with the entire YFB team to plan, prioritize, and organize all available resources to meet revenue goals and build a Culture of Philanthropy within the organization.

KEY RESPONSIBILITIES

1. Lead Philanthropic Engagement Department's strategic planning and goal setting activities., developing, initiating, and executing fundraising strategies and donor cultivation priorities in support of department objectives and initiatives.
2. Work with the Executive Director and other department directors to develop and implement funding plans, budgets and forecasts.
3. Supervise assigned staff, including recruiting and hiring, training and developing (including leadership development), coaching and mentoring, evaluating and managing performance, assigning work, and determining work schedules.
4. Meet or exceed development and fundraising goals set in consultation with the Executive Director, via individual performance and that of direct reports.
5. Expand YFB's donor base by developing strategies to identify high-capacity individuals and businesses for solicitation and collaborating with the Executive Director to research and identify key funding opportunities and contacts.
6. Actively manage a portfolio of major gift prospects (primarily \$5,000 and greater), soliciting major gifts from individuals, negotiating investments by businesses, and working to move existing donors to higher levels of giving.
7. Build community awareness and cultivate relationships with community leaders, prospective and current donors, and local, state, foundation, and corporate grantors. In consultation with the Director of Marketing and Communications, develop and implement strategies to effectively engage these audiences with YFB through special events, program updates, and targeted in-person, telephone, email, and social media touch points and communications.
8. Take the lead on donor engagement events, activities, tours, and conversations with major donors while also involving and staffing the Executive Director and members of the YFB board as needed.
9. Ensure the donor database is properly maintained and that donor interactions and history are documented in a timely and accurate manner; analyze data to inform decision making and advise Executive Director and direct reports.
10. Collaboratively with Marketing and Communications staff, draft effective materials for donors and prospects including proposals, stewardship reports, and other materials as needed to ensure success.

11. Provide donor feedback to Marketing and Communications staff, allowing them to refine and inform the creation of effective messaging.
12. Ensure timely donor recognition, coordinating with other department staff to ensure that related reporting, correspondence, acknowledgments, gift processing, and other support occurs.
13. Serve as a key spokesperson for YFB, including representing YFB at community events, attending community meetings and making presentations as appropriate.
14. Build and maintain appropriate external relationships and coalitions in order to stay abreast of relevant development opportunities.
15. Develop, implement, and manage a Planned Giving program by working with financial institutions and community groups to provide information to individuals concerning the benefits and process for establishing a planned gift.
16. Research non-governmental grant opportunities congruent with YFB's needs and objectives, cultivate relevant foundation and corporate relationships, identify grant requirements and time frames, and prepare and submit grant proposals that are simultaneously comprehensive and inspiring.
17. Ensure all non-governmental grant reporting requirements are met, collaborating with the Accounting and Programs Departments, as necessary.
18. Coordinate with other YFB staff to integrate fundraising efforts effectively with storytelling, impact data, organizational branding and other marketing, social media, and philanthropic resources to strengthen strategic success.
19. Provide support to Executive Director and other departments with narrative development and other engagement and fulfillment requirements for governmental grant seeking processes.
20. Embrace and model an internal Culture of Philanthropy to inspire colleagues and advance YFB's mission.
21. Model YFB core values and organizational culture in all work efforts.

Q U A L I F I C A T I O N S

The ideal candidate will be an enthusiastic development strategist and frontline fundraiser who has a passion for the mission and work of YFB and is eager to develop and motivate donors, prospects, staff and volunteers to achieve goals. In addition, they will possess the following experience, skills and personal attributes:

- Demonstrated success in developing and managing a portfolio of major gift prospects at the \$5,000 and above level.
- An established background in originating and coordinating successful individual, corporate, and non-governmental grant fundraising strategies, including a commitment to the full donor cycle.
- Motivated, independent, self-starter with proven leadership skills to build a high functioning development team.
- Demonstrated skills to communicate in an impactful manner with diverse external and internal audiences through written, oral, and interpersonal means; an engaging presenter.
- Able to understand and analyze technical data and reports and make logical recommendations.
- Innovative, creative, flexible, and adaptable in working with donors, staff and other stakeholders.
- Highly organized and decisive when managing competing priorities in a changing environment, anticipating needs, and responding to unanticipated events while continuing to meet deadlines.
- Strong understanding of relationships within the local communities served by YFB and/or the ability to quickly develop new relationships.
- Possess a high level of integrity, shows discretion and able to maintain confidentiality when dealing with sensitive information.
- Able to work effectively with diverse stakeholders (internal and external), building positive relationships with donors, prospects, staff and members of the community.
- Enjoys connecting in the community and passionate about introducing YFB to new audiences.
- Experience with planned giving a plus.
- Proficient in Microsoft Word, Excel, PowerPoint; background in using fundraising software and/or other CRM.
- Willingness to take on new tasks and responsibilities as the position evolves and the organization grows.

COMPENSATION & BENEFITS

The base salary range is \$90,000 - \$110,000 plus a quarterly bonus opportunity and benefits including 4 weeks PTO, 10 paid holidays, medical and dental insurance, 403(b) retirement plan match, Flexible Spending Account, employer-paid life insurance, Employee Assistance Program, and annual clothing allowance.

APPLICATION PROCEDURE & TIMELINE

Please submit resume and letter of interest to **Andrea Weiss, Search Consultant, andrea@weisscareer.com**. Applicant screening will be ongoing until the position is filled as the goal is to complete the recruitment process at the earliest opportunity and welcome a philanthropy team leader as soon as possible.

ABOUT YOLO FOOD BANK

Recognized by the *Sacramento Business Journal* in 2020 as one of the Best Places to Work, YFB positively impacts the lives of as many as 25,000 Yolo County residents each month struggling with, or “living”, in poverty. We provide as many as one million pounds of food each month at nearly 130 distributions via a network of 200 partnerships with food donors, distribution sites, and relationships with 84 local nonprofit programs. YFB’s mission to durably increase food and nutrition security and help create an equitable and sustainable local food system by:

- Connecting individuals and families to healthy, high-quality food and resources;
- Collaborating with community partners to deepen outreach and address food needs; and
- Convening key players in the community to assess progress and plan collective actions.

All positions at YFB are required to serve as ambassadors for our work, and develop and enhance a grateful, nimble, resourceful, creative, curious, collaborative, compassionate, and visionary approach to accomplishing individual and organization-wide goals and objectives.

Visit our website for details on our programs and impact: www.yolofoodbank.org. YFB is an Equal Opportunity Employer.