

# Development Director

Tri-State Food Bank, Inc.

Classification: Full-time, exempt      Department: Administration      Reports to: Executive Director  
Compensation: Salary is commensurate with experience. Compensation also includes individual health insurance, life insurance and retirement contribution.

## Job Summary

The Development Director is responsible for developing and implementing an annual plan for generating contributed revenue to meet strategic and monetary goals of the organization. The primary areas include grants administration, direct mail campaigns, capital campaigns, corporate gifts, public/donor relations, marketing, social media, volunteer development, database management, and special events.

## Duties and Responsibilities

- **Planning:** Develop and implement an annual plan and calendar of activities for all areas of contributed revenue including multi-year capital campaigns.
- **Grants Administration:** Research, write, assemble and deliver grant applications and manage all follow-up processes including status and final reports.
- **Direct Mail:** Manage and oversee all aspects of direct mail campaigns utilizing the services of a direct mail vendor. Be responsible for entering donations into the donor software system with assistance from the Office Assistant, generating thank-you letters and other correspondence, and tracking and analyzing campaign results.
- **General fundraising:** Secure corporate gifts and sponsorships, oversee and manage online giving, and develop plans for individual giving throughout the year.
- **Public/Donor Relations:** Develop and maintain positive relations with donors and the general public through personal contact, written correspondence, press releases, and social media. Serve as a spokesperson for Tri-State Food at social functions and with the media.
- **Volunteer Development:** Manage the online volunteer signup schedule and recruit volunteers.
- **Reporting:** Generate reports for the Executive Director and Board of Directors detailing campaign progress and results, trends, and comparisons with benchmarks.
- **Database Management:** Maintain the donor database (Donor Quest) and work closely with the Bookkeeper to reconcile amounts and categories.
- **Budgeting:** Working with the Executive Director in establishing revenue goals, develop and monitor the annual development budget, track expenses, and perform return on investment analyses.
- **Graphic Design:** Design flyers, brochures, annual reports and other in-house mail pieces.
- **Special events:** Plan and execute in-house fundraising events and assist with other events (food drives, volunteer blitzes, etc.) working closely with the Operations Director and engaging the Board of Directors.
- **Other development and fundraising duties as assigned by the Executive Director.**

## Qualifications

A deep commitment to the mission of Tri-State Food Bank to end hunger in our community. Experienced fundraiser with exceptional communication skills, attention to detail, a team player and goal-driven attitude. Must be proficient in using donor software, Microsoft Excel, Word, Outlook, Publisher, PowerPoint, and possess strong graphic design skills.

Desired: A member of the Association of Fundraising Professionals (AFP).

To apply: Send cover letter and resume to: Development Director Search; Attn. Glenn Roberts, Executive Director; 801 E. Michigan Street, Evansville, IN 47711

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