SOUTH PLAINS FOOD BANK, INC.

5605 Martin Luther King Blvd., Lubbock, Texas 79404

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| **Job Description** |

The South Plains Food Bank, Inc. is a humanitarian organization dedicated to serving West Texas by providing those who experience food insecurity with a helping hand. The South Plains Food Bank, Inc. also extends opportunities for community members to both engage in service, as well as for employment within an environment that promotes community interaction and is enthusiastic about aiding the conclusion of the poverty cycle.

**Position Title**: Chief Development Officer

**Immediate Supervisor**: Chief Executive Officer

**Position Summary**: In collaboration with the CEO and the Board of Directors, the Chief Development Officer is responsible for designing and implementing a comprehensive development strategy to increase the financial resources available to support the mission of the South Plains Food Bank (SPFB).

**Duties and Responsibilities**:

* Primary responsibility for SPFB’s major gifts efforts and outcomes utilizing the Benevon Fundraising Model.
* Works with the CEO to make one-on-one proposals and requests for multiple year donations.
* Coordinates the research of public and private grant organizations and foundations to identify potential sources of funding.
* Manages grant requests for major corporate, foundation, and/or government funding and supervises writing and reporting on grant proposals done by other staff.
* Implements and coordinates major gifts fundraising in collaboration with CEO, board members, and consultants to obtain substantial support from individuals, foundations, and corporations.
* Plans, directs, and coordinates all aspects of management to prospect, cultivate and increase participation of donors.
* Writes, edits and proofreads proposals and reports to major donors; supervises writing and reporting on grant proposals done by other staff. Responsible for the compilation of the Annual Report.
* Informs potential contributors of special needs of the food bank.
* Prepares development reports for the board of directors.
* Works with the Senior Management Team to determine the organizations financial needs.
* Works with SPFB’s staff to develop projects and to maintain materials for development efforts. Ensures that SPFB’s resources are used effectively for fundraising and that departmental revenue and expense budgeting goals are met.
* Establishes short and long-range goals for funding sources and enlists support from members of food bank staff, volunteers, and board members.
* Provides oversight for the use and maintenance of the donor management software system, the SPFB’s website, direct mail program and electronic fundraising and communications activities.
* Ensures maintenance of the highest standards for database management, donor recognition, protection of donor information, and overall communications.
* Arranges and conducts food bank tours for current or potential financial donors.
* Makes presentations about SPFB.
* Represents SPFB at outside events.
* Manages the Development Team.
* Displays passion and optimism for the work, provides vision and inspiration to peers and subordinates, and exemplifies SPFB’s core values.
* Works continually to protect and enhance the SPFB’s reputation and brand identity.
* Using an entrepreneurial spirit, takes initiative and actively seeks to deepen donor relationships and forge new ones.
* Performs and oversee public communication while representing SPFB.
* Performs other duties as assigned.

**Qualifications**:

* Knowledge of fundraising principles, techniques and ethics, including an understanding of major gifts, annual giving, planned giving and capital campaign strategies.
* Familiarity with the Benevon Fundraising Model and/or willingness to continue with the implementation of the model.
* Bachelor’s degree from four-year college or university and at least five years related experience and/or training; or equivalent combination of education and experience.
* Must have outstanding communication skills including: the ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations; the ability to write reports, business correspondence, grant proposals, and procedure manuals; the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public; and the ability to do public speaking in a wide variety of environments.
* Must pass a Background Check

**Salary & Benefits**:

* Salary: **Based on Experience**.
* Paid Health and Life Insurance after 60 days.
* Generous Paid Time Off (PTO) program.
* Optional 403 (b) retirement plan with matching after 2 years.
* Optional AFLAC insurance products.