**JOB DESCRIPTION**

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| **Position Title** | **Department** | **Reports to:** |
| Director of Development | Development | Chief Officer Development |

**Position Summary**: The Director of Development is responsible for directing activities and cultivating donors to increase the financial resources needed to support the South Plains Food Bank mission.

**Duties and Responsibilities**:

* Work with the Chief Development Officer to develop and execute annual and long-range donor cultivation plans for SPFB.
* Collaborate with the CDO and staff to develop and implement all fundraising efforts.
* Strategize and oversee all materials used in direct mail efforts.
* Work with Director of Communications to develop and execute fundraising and marketing efforts.
* Manage donor recognition and appreciation program.
* Oversee and support the Volunteer program.
* Manage the development staff, vendors, and volunteers to achieve cultivation goals.
* Identify, cultivate, and develop Seeds of Influence group.
* Oversee and schedule tours and groups of the Food Bank.
* Work with the CDO, other development staff, committees, and 3rd parties to organize and execute fundraising events.
* Prepares monthly Development reports.
* Participate in all aspects of Food Bank fund raising which include some evening and Saturday events.
* Performs other duties as assigned.

**Qualifications**:

* Bachelor’s degree or equivalent work experience in development.
* Prefer at least 2 years of experience in non-profits with fund-raising and supervisory experience.
* Must have an outgoing personality, effective communication skills, and the ability to lead a department effectively.
* Must be detail oriented and have good organizational skills that will enhance the outcome of fund-raising efforts.
* Must be proficient with Microsoft Office and willing to learn new software and databases.
* Ability to communicate in public, including public speaking and enjoy networking and cultivating new relationships.
* Experience organizing, implementing, or directing a special event or program.
* Must be willing to work outside in various weather conditions and on weekends for events outside of the normal work schedule.
* Must pass a background check and maintain a good driving record.
* Committed to the organizational mission of ending hunger.