



DIRECTOR OF DEVELOPMENT JOB DESCRIPTION

Kids' Food Basket believes all children have a right to equitable, consistent access to the nutrition they need to grow. We got our start 20 years ago by serving 125 kids each school day through our Sack Supper program, and now we serve nearly 9,000 kids each school/summer program day throughout Kent, Muskegon, Ottawa, and Allegan counties. Nourishing healthier generations of children is at the core of Kids' Food Basket's mission and is what we strive for daily through our five commitments:

- We **Nourish** our future by providing ready to eat healthy food on a daily basis to children in need,
- We **Grow** by increasing healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruit,
- Our community **Learns** through the use of our facilities and farmland as classrooms to foster learning and empowerment across economic barriers,
- We **Engage** our diverse community to work for Good Food for all,
- We **Advocate** for systems change by educating our community and legislators about our work, while supporting efforts that improve systems and empower families to break down the cycle of poverty and hunger.

Job Responsibilities:

- Manages portfolio of individual, corporate, and community organization donors including prospecting, cultivation, making the ask, stewardship, and recognition, resulting in significant revenue generated.
- Designs and implements community engagement and donor education opportunities.
- Represents organization at third party, community, and Kids' Food Basket events, including public speaking, presentations, tours, and donor inquiries.
- Leads committees, including meeting preparation and facilitation.
- Establishes and maintains collaborative working relationships with leadership volunteers, staff, and board members to plan solicitation strategies and leverage joint solicitation efforts.
- Solicits ticket purchases, sponsorships, and other resources from donors.
- Leads and/or supports strategic planning activities to create and implement fundraising goals and objectives.
- Leads and manages development team members.
- Serves as a member of the development leadership team.
- Works in partnership with Director of Annual Fund on strategies to increase donor engagement and meet annual budgets.
- Manages revenue projections for donor portfolio to inform annual budget.
- Travels to regional locations on regular basis.
- Other duties as assigned.

Education and Experience:

- Bachelor's degree required.
- Ten (10) or more years of relevant experience.
- Four (4) or more years of supervisory experience.
- Valid driver's license.

Other Knowledge, Skills, and Abilities:

- Proficient in Microsoft Office Suite.
- Experience with CRM or donor database. Raiser's Edge preferred.
- Excellent written and verbal communication skills.
- Comfortable speaking in front of groups, making presentations, and leading groups.
- Ability to solve problems, analyze systems and data, and make suggestions for improvement.
- Thorough knowledge of development.
- Knowledge on how to build, interpret, and manage budgets.
- Ability to work evenings and weekends on a regular basis.
- A sense of optimism and an assets-based way of viewing people and situations.
- Ability to effectively interact with a diverse population from a variety of ethnic and socioeconomic backgrounds.
- Have a desire to develop a basic understanding of hunger and poverty issues in West Michigan.

Physical Requirements:

- Physical requirements include a normal office environment with periods of sitting at a computer screen and exerting up to 30 pounds of force occasionally.
- Must be able to access and navigate each department at the organization's facilities.
- Ability to perform repetitive tasks with wrists, hands, and fingers.
- Must be able to hear and communicate.
- Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Ability to climb, balance, stoop, kneel, crouch, and reach.
- The job entails standing for periods of time.

Reports to: Vice President of Development

Benefits: Kids' Food Basket offers a competitive benefit package including a generous PTO policy with four weeks in the first year of employment, family leave, matching 401(k), health, life, and short-term disability insurance, all in a leading edge and flexible working environment.

To be considered for the position, applicants must send cover letter and resume via email by
6/7/2022:

Kids' Food Basket has retained Management Business Solutions to be a value-add partner to their recruitment for this position. As a solution-based staffing organization; Management Business Solutions has aligned their processes to mirror Kids' Food Basket's talent strategies to identify, screen, and recruit qualified candidates. Please send resume and cover letter to apply@mqmtbsolutions.com.

Kids' Food Basket is an equal opportunity employer. Our policy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, ethnicity, gender/gender identification, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying physical or mental disability, height, weight, marital status, veteran status, or genetics. In addition to federal law requirements, Kids' Food Basket complies with all applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.