

Job Posting: Director, Development and Communications

Job Description:

The Director of Development and Communications will be responsible for leading the Development and Communications team in articulating FoodShare's unique impact and value; developing and executing a strategy to elevate fundraising across the organization; and setting clear goals and metrics for revenue development, communications, and volunteer and donor engagement.

Duties include (but are not limited to):

Leadership and Management:

- Lead the Development and Communications departments, including the development of annual work plans, budgets, funding targets and strategies
- Ensure that the organization's mission, values, culture and priorities align with the fundraising strategy and is clearly articulated and communicated to key stakeholders
- Oversee the development and implementation of policies, practices, and standards that protect FoodShare's reputation, donors and staff information and that ensure CRA requirements are met
- Serve as FoodShare's Privacy Officer
- Provide leadership, direction and management for the Development and Communications team, creating an environment of respect, creativity, accountability and high performance
- Manage and provide mentorship to direct reports, including reviewing individual work plan and targets, conducting performance review, identifying opportunities for growth and development, etc.
- Foster a culture of philanthropy throughout the organization by engaging with Board members and key staff to ensure they are equipped for their role as FoodShare's ambassadors
- Stay abreast of philanthropic, economic, social and educational trends related to fundraising and communications, as well as changes in legislation
- Act as FoodShare's ambassador with the media, politicians and funders as required
- Participate in the Management Committee and Senior Leadership Team and other committees as requested
- Maintain a list of VIPs and devise a strategy to ensure that they're engaged with and updated on the happenings of FoodShare

Strategy and Planning

- Engage with staff across the organization to develop and maintain strong knowledge of FoodShare's programs, initiatives and key priorities
- Contribute to the development of annual and multi-year operational and financial plans that align with the overall Strategic Plan



 Ensure that funding priorities are translated into short and long-term fundraising and marketing strategies consistent with the Strategic Plan

Revenue Growth

- Oversee the planning and implementation of fund development initiatives such as Direct Mail, Planned Giving, Bequests, Corporate Requests and Sponsorships, Foundation Campaigns, Mid-Level and Major Gifts and Donor recognition
- Oversee the development and execution of marketing strategies for earned revenue activities such as Good Food Box and bulk produce distribution services
- Work with the Executive Director, Board members and key staff to identify prospects and develop cultivation and solicitation strategies to recruit new donors
- Determine and ensure implementation of stewardship strategies for existing donors
- Assess, evaluate, and implement changes as needed to marketing and development activities and practices
- Ensure progress tracking, financial controls, and reporting systems are in place and followed
- Manage a personal portfolio of key donors and prospects at the major gift level

Reports to: Executive Director

Salary: \$70,000 plus benefits

Date of Last Review of the Job Description: May 2019

Director, Development and Communications Required Qualifications, Knowledge and Experience

- Demonstrated commitment to principles of food justice
- 5+ years relevant professional experience in the not-for-profit sector
- 3+ years experience in supervising staff in a management role
- 4+ years experience in revenue generation and growth (individual, corporate and foundation giving; marketing and sales)
- 4+ years experience in building strong relationships with prospective and current donors, committee and board members, senior leadership, staff, and team members
- 3+ years experience in cultivating, soliciting and stewarding individual gifts \$10,000+
- 3+ years experience in developing strategies for development and communications and writing Fundraising/Development Plans
- 3 years experience leading and coaching teams of staff
- Strong ability to lead multiple programs in fundraising and communications, and manage competing priorities
- Excellent written and verbal communication skills; polished presentation skills



Understanding of fundraising technologies including Raiser's Edge

• Experience in public relations, advocacy and public policy is an asset

How to apply: Please email your resume and cover letter to hr@foodshare.net

Deadline for applications: Tuesday, June 18, 2019

Please note:

FoodShare is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender, national origin, age, disability, protected veterans status or any other legally-protected factors.

If you feel you need accommodation because of illness or disability during the application process, please do not hesitate to contact Human Resources at your earliest convenience – hr@foodshare.net. You will also be briefed on FoodShare's policies regarding accommodation and the Accessibility for Ontarians with Disabilities Act. Please note that only candidates selected to move forward in the hiring process will be contacted.

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