

## **Virginia Peninsula Foodbank Position Description**

**Position:** Chief Development Officer

**Reports To:** Chief Executive Officer

### **Position Summary**

The Chief Development Officer plans, organizes, staffs, and directs fund development, grant management, marketing/communications, social media and community relations activities to enhance the sustainability and expansion of the Virginia Peninsula Foodbank programs and services. Assures that strategic goals of major gifts development and capital development are met.

### **Responsibilities & Duties**

- Member of senior management team working on developing and executing strategies to maximize community impact and successfully achieve annual growth goals.
- Works with President & CEO to develop annual and long-range fundraising strategies and goals.
- Meets budgeted fundraising goals.
- Prepares and monitors the departmental budget.
- Establishes departmental goals and goals for individuals in the department.
- Proactively develops strategies, grant requests, events, outreach and donor calls and funding asks as needed to support programs and activities of the Food Bank.
- Coordinates direct mail activities, including planning and implementation of direct mail program in collaboration with vendors and community partners.
- Develops and implements major gifts program.
- Updates and implements donor acknowledgement, stewardship and cultivation process
- Ensures accurate and complete recordkeeping, including documentation of all interactions with donors in donor database
- Maintains a portfolio of mid- and major-level donors and prospective donors
- Submits reports and updates to donors as necessary and maintain relationships with current and potential donors.
- Schedules and conducts prospect and donor calls to engage donors in VPFB mission
- Develops written cultivation, solicitation and stewardship plans
- Helps coach and inspire staff, board members and others in cultivation of donors and prospects
- Partners with CEO, board members and others in making solicitations as appropriate
- Represents the VPFB as a media spokesperson as needed
- Oversees Development Working Group

Performs other duties as assigned

#### *Other Responsibilities*

1. Oversight and development of various fundraising revenue sources including online, direct mail, events, grants, tributes and endowments, among others.
2. Coordinate efforts with Feeding America.

### **Qualifications:**

1. Commitment to the mission, vision and values of the Virginia Peninsula Food Bank.
2. Minimum ten years of demonstrated high-level leadership success developing and implementing comprehensive development programs.

3. Results-driven management skills and experience in budget development and fiscal accountability.
4. Strong time, project management and presentation skills.
5. Outstanding interpersonal, oral and written communication skills and high level of proficiency in use of standard information technologies including Microsoft Office software, and internet research.
6. Bachelor's degree required, CFRE (Certified Fund-Raising Executive) certification is desirable.