

JOB POSTING



Title: Resource Development Director
Supervisor: Executive Director
Classification: Full-time, Exempt, Salary Range I

The Resource Development Director at Kalamazoo Loaves & Fishes (KLF) is in collaboration with the Executive Director, responsible for fundraising including: preparing fund raising plans, motivating and coordinating efforts of board members, volunteers, and staff in fund raising activities; and educating, cultivating, and soliciting donors and prospects. Principle areas of responsibility include leadership and supervision of annual fund, individual, group, corporate gifts; planned giving; grant writing. The Resource Development Director is also responsible for supervising the marketing/communications and volunteer departments.

Duties:

- Hire, train, and supervise the Resource Development team
- Identify, cultivate, and solicit individual, corporate, faith-based and group donors
- Direct development of yearly annual fund, major gift, and planned giving initiatives
- Devise and implement strategies, plans and budgets
- Identify and facilitate state, federal, corporate, and foundation grant funding opportunities
- Develop and implement public and media relations activities, including 'Food for Thought' newsletter, the KLF Web site, brochures, advertising, and overall branding standards
- Develop, maintain, and enhance the fund raising capabilities of staff, board members, and volunteers, through training, technical assistance, administrative support, and preparation of background information
- Plan and direct all donor events
- Oversee mailings for Resource Development Department and other departments
- Plan and implement donor cultivation events

Qualifications:

- Minimum Bachelor's degree and three or more years of related experience
- Successful development experience, including donor relations and grant writing
- Computer competency in current business software, web design, and knowledge of E-Tapestry donor database or other donor comparable donor software
- Excellent written and oral communication skills
- Relationship building skills
- Maintains the highest standards of ethics and performance with regard to all aspects of fund raising
- Experienced in staff and volunteer supervision
- Committed to highest standards of customer service
- Excellent organizational skills and ability to multi-task
- Able to be self-directed and a self-starter
- Willing to work a varied schedule

Mission: Kalamazoo Loaves & Fishes will feed hungry people and engage the community in the fight to end hunger

To apply: Please submit resume and cover letter to kathy@kzoolf.org or send/drop off to Kalamazoo Loaves & Fishes, Attn: Kathy, 901 Portage St., Kalamazoo, MI 49001

This position will remain posted until filled.