

# The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



## ASSOCIATE DIRECTOR OF DEVELOPMENT PHILADELPHIA, PA

The Food Trust is a nationally recognized nonprofit dedicated to ensuring that everyone has access to affordable, nutritious food and information to make healthy decisions. Headquartered in Philadelphia, The Food Trust works with neighborhoods, schools, grocers, farmers and policymakers in the city and across the country to develop a comprehensive approach to improved food access that combines nutrition education and greater availability of affordable, healthy food. More information about The Food Trust is available at [www.thefoodtrust.org](http://www.thefoodtrust.org).

### POSITION SUMMARY

The Food Trust is seeking a dynamic and qualified Associate Director of Development to oversee the strategic planning of the agency's fundraising and development activities. The Associate Director of Development is responsible to raise funds for Food Trust programs and the organization, through grants to foundations, government agencies, and corporations, and through revenue generated from special events, individual donor appeals, and corporate sponsorships of key programs. The Associate Director of Development and their team also will identify, cultivate and manage relationships with external funders, in collaboration with other staff, and oversee formal reporting to funders on the progress of funded projects. The Associate Director of Development also oversees coordination of development activities with other internal departments, including finance, communications, consulting, and the various project teams, and with external partners who are collaborating on projects. The Associate Director of Development also works closely with The Food Trust's Board to keep them informed, encourage board participation in fundraising, and to collaborate on joint fundraising strategies.

The Associate Director of Development will work closely with internal staff to maintain strong expertise in programs and maintain current on the agency's programs and services. In addition, the position will maintain external contact with funders, key stakeholders, donors, and business partners. This position has access to sensitive agency and funder information and is expected to handle such information with integrity and professionalism. This position has regular contact with high-level funders and colleagues and is expected to represent The Food Trust in a professional manner.

The Associate Director of Development will provide daily supervision and/or direct the work of members of the Development team. This position is a member of our leadership team and will report to the Director of Development.

### ESSENTIAL FUNCTIONS

- Work with other project teams to develop, write, review and submit grant proposals and grant reports; also guide development team members and program staffers in these processes.
- Oversee and provide support for individual donor cultivation, including the annual appeal process, prospect identification and cultivation, and donor management system.
- Provide strategic oversight for special events, such as Uncorked for Kids Wine Auction, and Walk Against Hunger.
- Support and manage development team staff: Get updates both informally throughout the week and at weekly team meetings; provide feedback and direction; teach/support staff in writing grants and grant reports; review team members' progress and development materials/plans; guide and check on work flow; help oversee interns and volunteers.
- Meet with other agency staff to ensure clear coordination and communication regarding development activities and updates, and agency needs (e.g., meetings with consulting team, finance team, senior leadership, communications team, research team, project managers).
- Attend to agency organizational business, such as attending senior staff meetings, helping to identify and fund capacity-building projects, and responding to miscellaneous requests, such as writing award applications for other employees.

*The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation*

- Meet with external partners to plan and develop collaborative projects for grant-funded efforts. Sometimes, assist with transitioning a funded grant to a Food Trust project team after the grant is awarded.
- Cultivate relationships, communicate mission and work of The Food Trust, provide updates on progress, and engage funders with our work or activities, to external funders, including foundation officials, companies, government agencies, and individuals.
- Conduct strategic planning and goal setting for the development department, in collaboration with senior staff and development team. Determine the most efficient use of department resources and strategically determine how best to formulate proposals and other development activities (e.g., special events) with a scope of work that is aligned with the agency's mission and achievable for the project teams.
- Provide daily supervision of Development team staff activities, and direct the work and schedule of Development team staff. As needed, determine and make recommendations for hiring, firing, performance evaluations, disciplinary counseling, salary recommendations, workload distribution, communication, recognition activities, professional development, and employee relations.
- Oversee and manage the department's budget and operate within established limitations.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

At least ten years of progressive leadership experience across the full range of nonprofit development activities, funder research and proposal writing. Prior nonprofit management experience is required.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
2. The employee will spend a majority of time sitting at a desk working at a computer workstation keyboarding and performing routine clerical duties.
3. The employee must occasionally lift and/or move up to 25 pounds.
4. Operate related office equipment and use necessary tools.
5. Primarily work seated at a computer workstation with frequent use of a keyboard.
6. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate.
2. Although work is primarily indoors, you will be required to travel outside to The Food Trust locations/special events.
3. Position may require occasional trips to attend conferences seminars, and meetings.
4. May require working non-traditional hours based on operational needs.

### **EXPERIENCE, EDUCATION, AND LICENSURE**

**Minimum Experience:** At least ten years of related leadership experience in the full range of nonprofit development activities, funder research and proposal writing. Prior nonprofit management experience is required, preferably in the public health/nutrition sector.

**Minimum Education:** BA/BS degree from an accredited college or university in a related field of study is required. A Master's degree in a related field of study is preferred.

**SALARY/PAY RATE:** COMPETITIVE

**EMPLOYMENT CATEGORY:** FULL TIME

**JOB OPEN DATE:** IMMEDIATELY

**TO APPLY:** Email your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org). Please reference "Associate Director of Development" in the subject line. Please do not call.