

**Job Description**

Job Title: Development Director  
Reports to: Executive Director  
Department: Development

Compensation Range: \$49,920-\$66,560 annually  
Job Type: Full-Time  
Date: January 2024  
Work Location: Willits, Fort Bragg, hybrid

Mendocino Food & Nutrition Program is a great organization, and we value every team member. As we strive to feed Mendocino County, what drives us most is providing a healthy and better life for those we assist and each other. Collectively, with our Food Distribution partners, we are helping to end hunger in Mendocino County.

**Job Summary**

The Development Director position is part of the Development team. You provide direction to implement a development and fundraising program to provide for the organization's short- and long-term needs.

**Supervision**

Oversees the financial development office and staff.  
Assigns, plans, and oversees the work of departmental staff.  
Conducts performance evaluations that are timely and constructive.  
Handles discipline and termination of employees as needed and following company policy.

**ESSENTIAL JOB FUNCTIONS**

The following reflects management's definition of essential job functions but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. To perform this job successfully, an individual must have regular and reliable attendance and be able to perform each essential function from the list below satisfactorily, with or without accommodation.

**Responsibilities****Fundraising and Special Events**

- Plans fundraising events communicating the organization's purposes.
- Solicits sponsorships for events, publications, and program activities, as needed
- Works with the Executive Director and Board members to coordinate Donor Recognition events
- Sets annual monetary goals and budgets according to short- and long-term goals.
- Establishes a fundraising plan for the organization, setting short-term and long-term goals.
- Produces relevant fundraising literature for distribution to selected donors and the public.
- Coordinates capital campaigns to achieve long-term goals and/or fund capital improvement projects
- Oversees the selection and oversight of software necessary to support fundraising activities

**Public Relations**

- Works with Executive Director to maintain continuity of message and branding for MFNP
- Oversees the development of materials needed for fundraising and public relations efforts
- Maintains the organization's website and social media content
- Coordinates with staff the publicity in all media outlets to include: print, television, and radio
- Creates the organization's annual report
- Coordinates and provides presentations about MFNP to local community groups



- Develop and nourish key relationships with community partners

#### **Grants & Fund Management**

- Researches potential sources of, and applies for, grants and public funding.
- Prepares grant submissions independently or in conjunction with the Executive Director
- Assists with grant reports, as needed

#### **Donor Cultivation & Stewardship**

- Coordinates donor recruitment, recognition, and retention efforts, including research on prospective business and corporate donors.
- Coordinates major donor solicitations, including projects, presentations, donor direct mail
- Supervises, publicizes, and works to increase the regular donor pledge program
- Oversees donor database and maintains the confidentiality of donors.
- Maintains a list of potential donors including corporations, foundations, and individuals

#### **Board & Staff Development**

- Determines the mission, purpose, and priorities of the organization with the Executive Director.
- Develops and updates annual fundraising plan for Executive Director and Board approval
- Achieves 100% Board participation as donors
- Provides staff leadership to the External Affairs Committee
- Provides fundraising technique training for staff, volunteers, and board members
- Establishes effective administrative procedures related to fundraising
- Prepares necessary fund development reports for board and committee meetings
- Attends and participates in relevant staff and/or board and committee meetings
- Participates in staff development activities/training as needed to complete job duties
- Maintains positive working relationships with fellow staff, volunteers, and board members

#### **QUALIFICATIONS.**

- Fundraising and event planning experience
- Excellent public speaking, verbal communication, and writing skills
- Proven organizational and administrative skills, including the ability to prioritize and manage time effectively
- Knowledge of tax planning principles and techniques that favor charitable giving.
- In-depth knowledge of fund development and donor management software.
- Design experience specific to website, social media, and print materials
- Excellent interpersonal skills and the ability to work cooperatively with staff and board of directors
- Flexibility regarding work hours to meet deadlines and participate in fundraising events
- Valid California Driver's license, good driving record, and reliable transportation
- Personal ability to motivate and relate positively to groups and individuals
- Proficient in Microsoft Office Suite or similar software.
- Spanish language proficiency is helpful

#### **BENEFITS**

- Health Insurance
- Paid Time off



- Holiday Pay
- Travel Reimbursement

### **ACCOUNTABILITY**

The responsibilities of this position are to be conducted under the supervision of the Operations Director. They will provide oversight and guidance and conduct requisite reviews of job performance. This position is subject to the terms and conditions of the most current Employee Handbook.

Any person assuming this position will have read and agreed to be subject to the terms and conditions of the Mendocino Food & Nutrition Program Employee Handbook.

### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment consists of a fast-paced office environment.

Employees will need to be able to work under deadlines and may require overtime and weekend work on a periodic but infrequent basis.

Reasonable accommodation will enable qualified individuals with disabilities to perform the position's essential functions so long as it does not cause undue hardship on MFNP.

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

- Work in an environment such as an office warehouse or outdoors
- Exposures one might encounter, such as weather, hazardous materials, or loud noise.
- Essential physical requirements include climbing, standing, typing, walking, etc.
- Physical effort/lifting: sedentary; up to 20 pounds.
- The data entry function requires that a staff member sit or stand at a computer for several hours while entering or manipulating data.
- While performing the duties of this job, the employee is regularly required to stand and walk; and use hands to finger, handle, feel, grasp, and type.
- Occasionally required to sit, crouch, and bend down to the waist.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Travel by vehicle or airplane may be required.

Your and your family's safety is the first priority during a disaster. As an essential service provider and, at times, a first responder, you are asked to report to work as requested or, at a minimum, to communicate your inability to report to work to your manager. Depending upon the nature of the emergency, regular staffing responsibilities may change.



#### **Acknowledgment**

The above statements describe the general nature of work being performed by the people assigned to the position. They are not intended to list all the responsibilities, duties, and skills required for this person to be classified. I understand that this job description should not be construed as a contract for employment. I understand that I am expected to adhere to all company policies. Further, I understand that if I have any physical limitations or require any accommodations to perform the necessary functions of my job, I must immediately inform management.

The Mendocino Food & Nutrition Program is an equal opportunity employer. We do not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service.