



Position Title

Development Manager, ExtraFood.org

Organization

40% of all food is wasted in the U.S. And, food waste creates an enormous environmental problem: if global food waste were a country, it would rank 3rd in GHG emissions after the U.S and China. Yet 1 in 5 people in Marin County worry about where their next meal will come from.

ExtraFood's mission is to help end hunger and wasted food in Marin. Our first step is our county-wide food recovery program: we rescue excess fresh food from Marin's businesses and schools and immediately deliver the food to safety net partners – such as senior housing centers, homeless shelters & after-school programs – serving Marin's most vulnerable children, adults and families.

In 5 years, ExtraFood's staff and volunteers have organized, rescued, and delivered 3,000,000 pounds of food from 225 donors to 122 sites throughout the county. ExtraFood, winner of the 2017 Heart of Marin Achievement in Nonprofit Excellence Award, reaches more than 8,000 people every month with healthy, fresh food.

Position Summary

This position is central to ExtraFood's growth and impact in Marin County, working closely with the CEO to achieve ExtraFood's development goals. S/he will manage ExtraFood's individual and institutional development strategy, manage a small portfolio of investors, and coordinate critically important development activities. This is a non-exempt, full-time position, reporting to the CEO. The ideal candidate will be experienced in nonprofit fundraising, an excellent verbal and written communicator, and engaged with our mission.

Responsibilities

- Manage individual and institutional development strategy, partnering with CEO and grant-writers on implementation
- Manage a small portfolio of Major Gift donors, grantors, and prospects
- Manage and assist CEO with Major Gift prospect pipeline, including: Research/Identification, Discovery Visits, Cultivation, Solicitation, and Stewardship
- Prepare CEO for donor and prospect visits with research, briefings, and moves-management recommendations
- Develop and manage prospect and donor events, working with event planner on logistics
- Coordinate appeals, managing outside source to execute mailings
- Assist CEO with occasional Marketing projects, such as success story authoring or media outreach, depending on background and experience

Qualifications

Required skills/experience include:

- Minimum of 3 years experience in Fundraising and Donor Engagement
- Ability to write persuasively
- Experience in individual relationship-building, especially with donors
- Professionalism
- Excellent organizational skills
- Ability to plan, conduct, and summarize research
- Ability to work independently and collaboratively
- Team-player mentality
- Excellent listening skills
- Experience using consistent discretion with confidential donor information
- 1-2 writing samples
- 2 professional references

The following skills/experience are preferred:

- Experience with CRM databases, Salesforce preferred
- Experience with donor databases such as WealthEngine or DonorSearch
- Proficiency with Macintosh
- 4-year college degree or higher

The following skills/experience are a plus:

- Marketing experience, eg. direct mail, event marketing, advertising, PR, media relations, digital marketing
- Grant-writing experience

Compensation

- Competitive and commensurate with experience
- Health Insurance plan
- 401(k) plan
- Vacation
- Sick leave
- The feeling of making a difference in our community every day

Email cover letter summarizing interest in position and experience, plus resumé, to:
Marv Zauderer, CEO, Marv@ExtraFood.org