



## **Job Description: Development Director**

### **Position Description**

This position reports to the Chief Executive Officer and is responsible for creating and implementing strategies to meet Ceres' annual and long-term fundraising goals. This role oversees all income programs including foundation grants, corporate giving, major donors, annual giving, monthly donor program, legacy giving, special events, government grant income, and fee-based programs.

The Development Director works in partnership with the Communications Director and manages a team of four staff (Grants Manager, Major & Corporate Gifts Manager, Community Engagement & Development Manager – Marin, Development Associate).

### **Overall Responsibilities**

- Meet or exceed annual and long-term development goals.
- Create and implement annual and three-year development plans including income projections, budgets and operational plans that protect against future risks.
- Insure regular and accurate reporting against plan across all relevant staff in order to monitor progress and act quickly to address gaps.
- Manage and support board members around their personal giving and their roles as Ceres ambassadors.
- With the CEO and Leadership Team, help develop a long-range vision for Ceres' impact and identify strategic investments and fundable projects necessary to achieve organizational goals.
- With the Communications Director, partner on the development of an annual Communications plan to support income goals.
- Manage and develop the Development Team to be effective and meet or exceed foundation, corporate and individual donor goals.
- Actively engage all staff as appropriate in development efforts.

### **Administrative & Supervisory Responsibilities**

- Prepare and manage the annual development budget.
- Oversee the effective operation of the development department including gift tracking, donor acknowledgement, wealth screening, benefits delivery, and development and financial reporting.
- Supervise, support and grow the capacity of the Development Department staff.

### **Qualifications**

- At least 3-5 years' experience heading a nonprofit Development Department for an organization with an annual budget of \$3.0 to \$3.5 million and up, or heading a major section of a department for an organization with an annual budget of \$5.0 million and up.
- At least 5 years of staff management or supervisory experience.
- High level of proven non-profit leadership and ability to manage complex tasks in a timely and professional manner.
- Proven results growing income through recruiting, cultivating and stewarding major donor, corporate and foundation relationships.
- Data-driven mindset, ability to read and create reports.
- Comfortable with technology including donor databases such as Wealth Engine, Salesforce, etc.
- Demonstrated ability to effectively communicate and work with diverse audiences, including public speaking experience.
- Ability to work collaboratively in an innovative and entrepreneurial work environment.
- Comfortable working in an environment where giving and receiving feedback is part of the culture.

### **Details**

- Reports to: CEO
- Serves on: Leadership Team
- Supervises: Major & Corporate Gifts Manager; Grants Manager, Community Outreach &
- Development Manager – Marin, Development Associate
- Full-time, Exempt
- Competitive Salary Based on Experience
- To apply for this position, please submit a cover letter, resume and three professional references to [hr@ceresproject.org](mailto:hr@ceresproject.org).

### **Physical Demands**

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

While performing the duties of this job, the employee is regularly required to stand or sit at a workstation; use hands and fingers to operate a computer keyboard and mouse; talk and hear to communicate with coworkers. The job requires occasional time in the program kitchen areas as well. Tasks in the kitchen could include working alongside volunteers chopping food, moving bags of food from car to kitchen and interacting with youth.

Regular, predictable attendance is required.

Light to moderate lifting of up to 30 pounds, bending, stooping and climbing a ladder is occasionally required.

### **Work Environment**

The work environment characteristics described here are representative of those a teammate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate noise (i.e. nonprofit setting with office equipment, conversation from adjacent coworkers.)

Ability to work indoors for the majority of the day.

Ability to drive to and from program site to meetings throughout Sonoma and Marin Counties, and occasionally to San Francisco or Sacramento.

Ability to sit or stand at a computer terminal for an extended period of time.

Ability to occasionally work out-of-doors representing Ceres at events.

\*Ceres Community Project is an Equal Opportunity Employer and strongly encourages members of minority groups to apply. \*

All employment decisions at Ceres are made without regard to race, color, religion, gender, sexual orientation, gender identity/expression, national origin/ancestry, age, disability, marital & veteran status or any other status protected by laws or regulations.

## **Organization**

Founded in 2007, Ceres Community Project creates health for people, communities and the planet through love, healing meals and empowering the next generation.

Ceres Community Project is an environmental nutrition organization promoting production and access to healthy, sustainably raised organic food as the foundation of health for all people. We do this through direct service programs in Marin and Sonoma counties that deliver organic medically tailored meals to community members with serious illness, teach teens to grow, cook and eat healthy organic food, and educate community members about the connection between food and health. We also support a network of Ceres-trained Affiliate Partners in communities across the US and Denmark. Finally, we are engaged in policy and systems change work regionally, statewide and nationally to expand access to healthy sustainably raised organic food, and integrate food as medicine into health care systems as a reimbursable medical expense.

Our annual budget is \$2.5 million and growing. We operate three program sites plus a headquarters location; employ 34 staff; and engage 1,000+ volunteers annually. For more information, please visit [www.ceresproject.org](http://www.ceresproject.org).

## **Operating Principles**

### **Heart Centered & Love Guided**

We are committed to expressing love, trust, respect and integrity in our lives, work and organization.

### **Everything Matters**

Nothing is left out. We work to have every action and choice lead to the greatest positive impact.

### **Young People are the Future**

Young People are intelligent, responsible, capable, creative and caring, and must be central participants in shaping our collective future.

**The Universe has a Purpose**

Everything is connected, and life continually invites us to experience gratitude, abundance, connection, community and healing.

Job Type: Full-time